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MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

AUGUST 8, 1972

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on August 8, 1972 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mr. Anderson
Mr. Bowman
Mrs. Brown
Dr. Harper
Mr. Lovenstein
Mr. Snyder
Mr. Springer

Mr. Stone, President, presided. The Secretary reported that a quorum was present. The President welcomed Mr. Forest Jackson Bowman who was attending his first meeting as a member of the Library Board. The minutes of the July 7, 1972 meeting were approved.

Wilma Grace Brown's Retirement. Mr. Stone spoke of retirement years and presented Miss Brown, Chief, Children's Librarian, with a framed, hand lettered plaque from the Library Board of Directors which reads as follows:

WILMA GRACE BROWN
KANAWHA COUNTY PUBLIC LIBRARY
1944-1972
FOR LONG AND FAITHFUL SERVICE

(SIGNED)
A. GUY STONE, PRESIDENT

(SIGNED)
JOHN V. RAY, MEMBER, BOARD OF DIRECTORS

(SIGNED)
NICHOLAS WINOWICH, LIBRARY DIRECTOR

AUGUST 8, 1972

The Library Director shared some personal recollections with the members present. Miss Brown was recognized in the community as "the Library Lady" who served children and parents of children. Since January, 1944 Wilma Grace Brown served this institution well and represented it with dedication and distinction. Following a response by Miss Brown and additional comments, Miss Brown left the meeting.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of July. Included were the following:

1. "Reaching Out" is an effort on the part of the Library to encourage use of its services and facilities in the performance of its function. Last month, for example, letters of invitation were addressed to presidents of 115 organizations suggesting they consider the Library as a meeting place. Facilities include The John V. Ray Room and George S. Laidley Room.

2. The current, One-Man Art Show, is by Emilee Denkins of Charleston and the work is on display in The John V. Ray Room.

3. Office supplies are purchased at substantial savings estimated to be $348.00 for the six-month period ending June 30, 1972. This was made possible by the State of West Virginia. Service is extended to governmental units, including public libraries, through the 55 county courts.

4. Arrangements have been completed with the Board of Education to purchase gasoline for the Library's mobilibrary and truck. The measure is temporary and will last only as long as the Charleston strike continues. A favorable price is assured. You will recall that gasoline is purchased at the City pump at 23 cents per gallon.

Approval of Bills. The Secretary submitted Book Bills List No. 182 and General Bills List No. 182 duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mr. Snyder, and duly

adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Secretary submitted Special Funds List No. 181, duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mr. Snyder, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Budget Committee. In the absence of Mr. Hopkins, Chairman, Mr. Lovenstein reported that the Budget Committee had met in the office of the President, Mr. Stone, on August 7, 1972 to consider the proposal of the Grant-In-Aid expenditures in the sum of $45,172.00 as submitted by the Library Director. The following members were present: Mr. Hopkins, Chairman, Mr. Jacobson and Mr. Lovenstein. Also present was Mr. Bowman. The proposal consisted of the following items:

Budgeted, Kanawha County Public Library document, page 2			$10,000.00
1. Sunday Library Service			
Professional Salaries	$3,600		
Non Professional Salaries	3,400	$ 7,000.00	
2. Mail Service for aged and ill		500.00	
3. Framed Picture Lending Service		1,500.00	
4. Film Showing		250.00	
5. Children's Librarian Consultant		1,260.00	10,510.00
Children's Librarian, St. Albans Branch			6,750.00
Assistant Library Director			1,350.00
Book Detection System			9,000.00
Books			7,500.00
Typing Stand			62.00
		Total	$45,172.00

Mr. Lovenstein presented the report of the Budget Committee and an explanation of the action of the Committee with respect to each item. The report will be filed with the minutes of this meeting. The recommendations of the Committee are as follows:

1.	Sunday Library Service - disapproved	
2.	Mail Service for aged and ill - approved	$ 500.00
3.	Framed Picture Lending Service - disapproved	
4.	Film Showing - approved	250.00
5.	Children's Librarian Consultant - submitted as $1,260.00 but increased to $1,680.00 - approved	1,680.00
6.	Children's Librarian, St. Albans Branch - approved	6,750.00
7.	Assistant Library Director - disapproved	
8.	Book Detection System - disapproved	
9.	Books - approved	7,500.00
10.	Typing stand - approved	62.00
	Total	$16,742.00

The Committee also recommended "to hold the $18,430.00 balance for the making of a scientific survey of the library to determine its strengths, weaknesses and needs; how the Board can best serve and fit into the future of the library; and an evaluation of current and needed programs based upon community and county growth." "...and that the President of the Board immediately seek a consulting firm to make such a study of the Library and report firm recommendations to the Board."

After discussion and upon motion by Mr. Lovenstein, seconded by Mr. Snyder it was unanimously

RESOLVED, That the 1972/1973 Proposal on the Grant-In-Aid expenditures be adopted as submitted by the Budget Committee.

Motion carried.

Services to the Community Committee. Mr. Springer reported for the Committee and stated that the Extension Department was invited to consider the possibility of extending library service to inmates of the Kanawha County jail. He said the City of Charleston agreed to contribute up to $500.00 and furniture, the County would provide space and manpower and the library would lend books and offer direction. After discussion and upon motion by Mr. Springer, seconded by Mr. Lovenstein, it was moved that the

matter of extending library service to the Kanawha County jail be referred to the Services to the Community Committee. Motion carried.

NEW BUSINESS

St. Albans Town Fair. Mr. Springer reported that the St. Albans Town Fair was a tremendous success. Net proceeds will probably exceed $25,000.00. Almost one half of this money would be reserved for recreation purposes in St. Albans and the remainder would be credited to the library account.

Cable Vision Workshop in Philadelphia. The Library Director stated that the Graduate School of Library Science of Drexel University of Philadelphia, Pennsylvania, is sponsoring an institute on Cable Television for Librarians on September 17-20, 1972 and he had been chosen as a participant. After discussion, upon motion of Mr. Lovenstein, seconded by Dr. Harper, it was unanimously

> RESOLVED, That the Library Director be authorized to attend the Institute on Cable Television for Librarians to be held in Philadelphia, Pennsylvania, on September 17-20, 1972 and that his expenses not to exceed $200.00 be paid.

Standing Committees. The President reported that Standing Committee assignments have been made for 1972/1973. The list is filed with the minutes of this meeting and a copy will be mailed to each member of the Library Board.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales.

On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

SEPTEMBER 12, 1972

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on September 12, 1972 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mrs. Anderson
Mr. Anderson
Mr. Bowman
Mr. Ray
Dr. Riggleman
Mr. Springer
Mr. Thomas
Dr. Wallace

Mr. Stone, President, presided. The Secretary reported that a quorum was present. The minutes of the August 8, 1972 meeting were approved.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of August. Included were the following:

1. Personnel changes were made which involved Miss Wilma Brown, Miss Helen Lind, Miss Frances Hubbard and Mr. Harold McKinstry.

    a. Miss Brown, following her retirement, became Children's Librarian Consultant for the public libraries in South Charleston, Dunbar and Nitro.

    b. Miss Lind was transferred from the St. Albans Branch to the main library as Chief, Children's Librarian.

    c. Miss Hubbard, graduate of West Virginia State College and Atlanta University School of Library Science, Class '72, became Children's Librarian, St. Albans Branch.

d. Mr. McKinstry following his retirement in April, 1972, returned recently and is cataloger of government documents.

2. Visit to Charleston and the Kanawha County Public Library by Miss Mary Lee Settle, author.

Approval of Bills. The Secretary submitted Book Bills List No. 183 and General Bills List No. 183 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Ray, seconded by Dr. Wallace, and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Secretary submitted Special Funds List No. 182, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Ray, seconded by Dr. Wallace, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Budget Committee. In the absence of Mr. Hopkins, Chairman, Mr. Ray reported for the committee and announced that the Grant-In-Aid allocation for 1972/1973 has been increased by $731.00 from $45,172.00 to $45,903.00. Following discussion and upon recommendation of the Budget Committee, it was moved by Mr. Ray, seconded by Dr. Riggleman that the additional sum of $731.00 be used for the purchase of books and that the budget document be amended accordingly. Motion carried.

The Director reported that replacement for the typewriter, stolen from the Dunbar Public Library, has been ordered following receipt of checks totaling $495.00; $200.00 from the insurance carrier and $295.00

from the Library Board. Upon motion duly made, seconded and carried the purchase was authorized and the budget was amended by $495.00.

Personnel Committee. Dr. Wallace, speaking for the Personnel Committee, described the innovative Employer-Based Career Education Program developed by the Appalachian Education Laboratory in cooperation with local school and college officials. The project, he said, is designed to help the high school senior and potential drop-out decide what to do with his life. The Kanawha County Public Library has been invited to participate in the program. Following the presentation and discussion, it was moved by Dr. Wallace, seconded by Mr. Anderson, that the Kanawha County Public Library become a participant in the Employer-Based Career Education Program. Motion carried.

Services to the Community Committee. Mr. Springer, Chairman, reported for the Committee and said that the committee had met on Monday, August 28, 1972 to consider the extension of library services to the inmates of the Kanawha County Jail. Mr. Springer noted the interest and support of the City of Charleston, Sheriff and County Court and the West Virginia Association of Colleges and Universities. After discussion, it was moved by Dr. Wallace, seconded by Mr. Thomas that the Kanawha County Public Library extend library services to inmates of the Kanawha County Jail by providing a meaningful collection of books. The character of the library shall be left to the discretion of the Director. Motion carried.

West Virginia Library Association Conference. The President stated that the West Virginia Library Association would hold its 57th Annual Conference on September 21-23, 1972 in Clarksburg, West Virginia. Upon motion made by Dr. Wallace and seconded by Mr. Thomas, it was unanimously

RESOLVED, That the expenses up to $100.00 for the Director and an allowance of $50.00 each for four staff members be paid for attendance at the West Virginia Library Association Annual Conference, September 21-23, 1972 to be held in Clarksburg, West Virginia.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

A Guy Stone
President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

OCTOBER 10, 1972

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on October 10, 1972 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mrs. Brown
Dr. Harper
Mr. Hopkins
Mr. Ray
Mr. Springer
Dr. Wallace

Also present and welcomed was Mr. DeWitt Gallaher, Insurance representative for the Library.

Mr. Stone, President, presided. The Secretary reported that a quorum was present. The minutes of the September 12, 1972 meeting were approved.

Library's Insurance Program. The Insurance Committee, Mr. Kleeman, Mr. Thomas, Mr. Hopkins, Chairman, invited Mr. Gallaher to the meeting for the purpose of giving the Library Board a comprehensive view of the Library's insurance program. Following an introduction by Mr. Hopkins, Mr. Gallaher presented the following report:

> "In the Fall of 1966, an Insurance Advisory Committee was appointed by the Board composed of Jim Stogden of Patterson Bell & Crane, Frank Baer, Jr., and myself. Up to this time, the insurance for the Library was scattered about the Valley with no one responsible for over seeing the whole program. Actually, there was no program, just a conglomerate of policies. This Committee was instructed to get bids on the Library insurance according to specifications drawn up by Jim Stogden and the Insurance Committee of the Board. These were submitted to Thirteen (13) insurance companies and bids received ranged from a low of $3,446 to a high of $8,000.

Most of the quotes were in the $4,000 to $4,800 range, some varying as little as $30. One of my Companies, The Continental Insurance Company, was low bidder and my Agency was awarded the contract. I share the commission on this policy with Patterson, Bell & Crane and Commercial Insurance Agency, as agreed at the outset. The three of us are still the Advisory Committee and we consult from time to time.

"The Contractor for the remodeling of the building gave us a figure of $2,000,000. as a replacement cost amount as a place to begin. Since that time, January 1967, we have increased the amount of coverage on the main building to a present figure of $2,475,000., hopefully, to absorb the inflationary costs of building at today's prices. We suggest an increase of $173,250. in January 1973 or $2,648,250.

"The St. Albans building is a recent structure and we know the costs of construction. This figure was approximately $300,000. We suggest this be increased in January 1973 to $321,000. reflecting a 7% increase in costs.

"Additional cost for increases about $126/year.

"Mr. Winowich furnishes us a list of office equipment, new shelving and other items that have been purchased or replaced each year and from this we adjust the insurance values on what we call 'contents.' Contents does not mean books, paintings, records, micro-film and the like. These values are determined by him and his staff using a guide accepted by the American Library Association Committee on insurance and this is what we follow in arriving at a total value of books, card catalogs, shelf lists, records, periodicals and such. We insure paintings and fine arts at the value given us by the Library. We, of course, are not in a position to evaluate the objects d'art and do accept at face value the amounts given us.

"Our policy provides up to $10,000. on similar property while temporarily at other locations, as well as covering property of others while on exhibition or display, all while in the care, custody or control of the library. All of this property insurance, real and personal, is subject to a $250.00 deductible per occurrence.

"Liability insurance covers up to a single limit for BI and PD of $300,000., including medical payments of $250., regardless of liability. In addition, there is an umbrella policy providing up to $1,000,000. over and above the underlying insurance of $300,000.

"Our office has been very successful in working with the West Virginia Rating Bureau in the matter of fire insurance rating. We have secured several rate reductions resulting in present rates as follows:

Fire	.024 per $100.
EC	.010 per $100.
AOP	.031 per $100.

"For a total rate of .065 As low a rate as I know.

"Total Property Insurance $6,539,075. Cost this year 72-73 $5,854.

"Total Liability Insurance $1,300,000."

Copies of a brief statement of insurance information were distributed to members present and the document would be filed with the minutes of this meeting.

Following considerable discussion, upon motion by Mr. Ray, seconded by Mr. Springer, it was unanimously

RESOLVED, That the Statement of Values document which records the values of the Library buildings in Charleston and in St. Albans be referred to the Library Board's Committee on Insurance with the power to act; and,

RESOLVED FURTHER, That the increased building valuations become effective immediately rather than having to wait until January, 1973 which is the anniversary date of the policy; and,

RESOLVED FURTHER, That the Library Board hereby extends its thanks and appreciation to Mr. Gallaher for an informative and descriptive report on the Library's insurance program.

Library Director's Monthly Report. The Library Director presented a brief, oral report on the activities of the library for the month of September. Included were the following:

1. A gift of $1,245.00 was presented to the Branch by the St. Albans Public Library and Recreation Board of Directors. The money was used to purchase audio-visual materials and equipment.

2. Miss Evelyn Coskey, Extension Librarian since June, 1964, is the author of EASTER EGGS FOR EVERYONE to be published in January, 1973 by Abingdon Press.

3. The book collection numbers 337,525 volumes.

4. The art show in The John V. Ray Room is by Patty Herscher and Rosa Bradford. When someone asked Mrs. Herscher why she painted; she replied, "It's fun. It's mine, I made it."

5. The library reaches out into the community of newcomers through Welcome Wagon and the Gazette's New Faces feature.

Approval of Bills. The Secretary submitted Book Bills List No. 184 and General Bills List No. 184 duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Dr. Harper, and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Secretary submitted Special Funds List No. 183, duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Dr. Harper, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Budget Committee. Mr. Hopkins, Chairman, reviewed the State Tax Commissioner's directives dated June 24, 1969 and March 31, 1970 concerning the appointment of private auditors by the State Tax Commissioner to conduct post-audits of all non-tax levying funds. Mr. Hopkins submitted the names of four certified public accounting firms and four registered public accountants. They are listed in alphabetical order as follows:

Certified Public Accounting Firms

Arnett Parkins and Foster
Fitzhugh Erwin McKee and Hickman
Howell and Paterno
Witschey Harman and White

Registered Public Accountants

Clendenin and Clendenin
Nancy Nutter Morris
Mrs. Willie S. Sturm
David P. Williams

Following discussion, upon motion by Mr. Hopkins, seconded by Mr. Ray, that the names as submitted be approved and that the Library Director be authorized to forward the information to the State Tax Commissioner. Motion carried.

Building and Grounds Committee. In the absence of Mr. Lovenstein, Chairman, Mr. Stone presented and explained the invoice dated September 22, 1972 submitted by E. L. Harris and Son, Inc. for the removal of benches on the terrace and side area. It was moved by Mr. Hopkins that payment be made to E. L. Harris and Son, Inc. in the sum of $157.26. The motion was seconded by Mr. Springer. Upon a vote being taken, the motion was carried.

Services to the Community Committee. Mr. Springer, Chairman, reported that an informational meeting was held with Mr. Fred Glazer, Executive Secretary, West Virginia Library Commission and the Library Director. The topic of conversation was the State's regional concept. West Virginia has been arranged into 11 regions. Included in Region 3 are the counties of Boone, Clay, Kanawha and Putnam. Mr. Springer suggested the possibility of extending an invitation to the Executive Secretary and/or some of the Commissioners, including one who is a resident of Charleston for the purpose of informing the Library Board on this and other state library matters.

NEW BUSINESS

Fire Service Fee Ordinance. Mr. Stone reported that the Library was in receipt of an invoice submitted by the City of Charleston in payment of the Fire Service Fee for the fiscal year 1972-1973. Following discussion, it was moved by Mr. Ray, seconded by Mr. Springer, that the President of the Kanawha County Public Library be and he is hereby given the power to act as he may deem necessary.

Rules and Regulations for Use of Library Steps. Mr. Stone reported that guidelines for the use of the Library's plaza and steps had been prepared for consideration by members of the Library Board. A copy was mailed to each board member on October 2, 1972. The Library Director distributed a copy to all members present at the meeting. Following discussion, it was moved by Mr. Ray, seconded by Dr. Wallace, that the matter be referred to the Building and Grounds Committee. Members are: Mrs. Anderson, Dr. Harper, Mr. Springer and Mr. Williamson. The President added the name of Mr. Bowman.

Insurance Committee. The President reported that the Bylaws of the Kanawha County Public Library included the following standing committees. They are: Book Committee, Budget Committee, Building and Grounds Committee, Finance Committee, Gifts, Bequests and Endowment Committee, Personnel Committee and the Services Committee. By resolution adopted January 17, 1967, the Bylaws were amended to include an Insurance Committee.

> "The Insurance Committee shall from time to time and at least semi-annually review the insurance carried by Kanawha County Public Library and recommend to the Library Board what changes, if any, should be made therein."

Mr. Stone re-appointed the following members of the Library Board to the Insurance Committee. They are:

Mr. Kleeman
Mr. Thomas
Mr. Hopkins, Chairman

West Virginia Library Association Expenses. The President reported that the Library Board at its September meeting authorized the Director to attend the West Virginia Library Association Annual Conference in Clarksburg, West Virginia, with expenses paid not to exceed $100.00. The Director, he said, incurred additional and necessary expenses. Following discussion, Mr. Ray moved, Dr. Wallace seconded, that the Director be reimbursed $29.60 for the expenses incurred over and above the sum of $100.00 which was allotted to him in his attendance at the West Virginia Library Association Conference. Motion carried.

Cable Vision Workshop. The President reported that the Library Board at its August meeting authorized the Director to attend the Cable Vision Workshop in Philadelphia, Pennsylvania, with expenses paid not to exceed $200.00. The Director, he said, incurred additional and necessary expenses. Following discussion, Mr. Ray moved, Dr. Wallace seconded, that the Director be reimbursed $29.25 for the expenses incurred over and above the sum of $200.00 which was allotted to him in his attendance at the Cable Vision Workshop. Motion carried.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales.

On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

A Guy Stone
President

Nicholas Winnick
Secretary

YOUR Insurance Independent AGENT

DeVan-Gallaher, Inc.

R. P. DeVan, Jr.
F. D. Drumheller
DeWitt C. Gallaher

INSURANCE AGENTS / SINCE 1910

1116 KANAWHA BOULEVARD, E./CHARLESTON, W. VA. 25325/346-9646

KANAWHA COUNTY PUBLIC LIBRARY

	Property		
CHARLESTON	Building	$2,475,000.	
	Contents; Furniture & Fixtures	$ 300,000.	
	Books & Records		
	Fine Arts, Etc.	$3,424,075.	
	Fountain & Benches	$ 10,000.	
ST. ALBANS	Building	$ 300,000.	
	Contents	$ 30,000.	
	Liability		
	Single Limit	$ 300,000.	Includes Personal Injury
	Excess	$1,000,000.	Broad Form Endorsement
	Medical Payments	$ 250.	Employees as Insureds

Boiler & Machinery
Includes Air Conditioning, Both Locations

Crime		
Money & Securities	$ 1,000.	While Open
Money & Securities	$ 100.	Not Open
Office Equipment, Etc.	$ 1,000.	

Glass
Includes All Plate Glass Windows, Doors, Etc., - Both Locations

Autos
1970 Ford Van Wagon; Comprehensive & $100. Deductible
1968 International Bookmobile; Comprehensive & $100. Deductible

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

NOVEMBER 14, 1972

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on November 14, 1972 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mrs. Anderson
Mr. Anderson
Mr. Bowman
Dr. Harper
Mr. Jacobson
Mr. Lovenstein
Dr. Riggleman

Mr. Stone, President, presided. The Secretary reported that a quorum was present. The minutes of the October 10, 1972 meeting were approved.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of October. Comments and discussion included the following:

1. The State of West Virginia Group Insurance Program made available to employees of the Kanawha County Public Library.

2. The anticipation of expenses to repair and/or replace some mechanical equipment.

3. The very successful Halloween Party held at the St. Albans Branch and the nearly 300 children and parents who saw "Winnie-the-Witch," a filmstrip show.

Afterwards, the report was accepted and ordered filed.

Approval of Bills. The Library Director submitted Book Bills List No. 185 and General Bills List No. 185 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Lovenstein, seconded by Dr. Riggleman, and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 184, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Lovenstein, seconded by Dr. Riggleman, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Building and Grounds Committee. Mr. Lovenstein, Chairman, reported that the committee, charged with the responsibility of preparing Rules and Regulations for the Use of the Library's Steps and Plaza, met at 3:30 p.m. on November 14, 1972. The following members attended: Mrs. Anderson, Mr. Bowman, Dr. Harper, and Mr. Lovenstein, Chairman. Mr. Stone was also present. Copies of the proposed Rules and Regulations, with recommendations, were distributed by Mr. Lovenstein to the members present. There was considerable discussion. Afterwards, it was suggested that the matter be referred to the committee for additional study. Mr. Lovenstein stated that a revised copy of the Rules and Regulations, following additional consideration by the committee, would be made available to each member before the next regularly scheduled meeting of the Library Board.

UNFINISHED BUSINESS

Auditor Appointment Certificate. Mr. Stone reported that the Library was in receipt of an Auditor Appointment Certificate dated October 18, 1972 from Ronald Pearson, State Tax Commissioner, stating that Arnett, Parkins and Foster, certified public accountants, had been appointed to conduct the post-audit of Kanawha County Public Library for the period ending June 30, 1972.

Fire Service Fee Ordinance. Mr. Stone reported that the City of Charleston Fire Service Fee in the sum of $2,019.06 for the first-half of the current fiscal year was being processed for payment. The second-half, he said would be paid before June 30, 1973.

NEW BUSINESS

Holiday Closing Hours. Mr. Stone stated that the Library Holiday Closings are noted as follows:

January - New Year's Day
May - Memorial Day
July - Independence Day
September - Labor Day
November - Thanksgiving Day
December - day before Christmas (Saturday, December 23, 1972)
Christmas Day

Personnel and Salary Changes. The Library Director submitted a list of personnel and salary changes which are in accord with the salary scales.

On motion duly made, seconded and carried, all the changes were ratified, approvedand confirmed.

There being no further business, the meeting on motion adjourned.

A Guy Stone
President

Nicholas Winowich
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

DECEMBER 12, 1972

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on December 12, 1972 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mr. Anderson
Mrs. Anderson
Mr. Bowman
Mrs. Brown
Mr. Lovenstein
Mr. Ray
Dr. Riggleman
Mr. Springer
Mr. Williamson

Mr. Stone, President, presided. Miss Ammar acted as Secretary in the absence of the Library Director and reported that a quorum was present. The minutes of the November 14, 1972 meeting were approved.

Library Director's Monthly Report. The Library Director's report will be mailed with the minutes of this meeting.

Approval of Bills. The Acting Secretary submitted Book Bills List No. 186 and General Bills List No. 186 duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mr. Lovenstein, and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Acting Secretary submitted Special Funds List No. 185, duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mr. Lovenstein, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Building and Grounds. Mr. Lovenstein, Chairman, reported that the members of the Committee met to consider the revised "Rules and Regulations for the Use of the Library's Steps and Plaza." Copies of the revised "Rules and Regulations for the Use of the Library's Steps" and "Application for Use of the Library's Plaza and Steps" were distributed by Mr. Lovenstein to the members present. After discussion, and upon motion by Mr. Lovenstein, seconded by Mrs. Brown, it was unanimously

> RESOLVED, That the revised Rules and Regulations for the Use of the Library's Steps and Plaza be approved and adopted and that the same be attached to and made a part of the minutes of this meeting.

Revenue Sharing Program. Mr. Springer, Chairman of the Services to the Community Committee, reported that Mr. Hopkins, Chairman of the Budget Committee, the Library Director and he had met to discuss revenue sharing. The local government's share of the revenue sharing funds, he said, were to be used only for "priority expenditures" which are specifically defined in the new law to include libraries. Mr. Springer stated that he and Mr. Hopkins endorsed the idea of a joint meeting of their two committees to consider proposals and to make its recommendation(s) to the whole library board. There was discussion afterwards.

Resignation - Charles T. Hopkins. The President reported that the Library was in receipt of a letter from Mr. Hopkins. It reads as follows:

"December 5, 1972

"Mr. A. Guy Stone, President
Kanawha County Library
Board of Directors
Charleston, W. Va.

"Dear Guy:

"Please accept this letter as my formal resignation as a Director of the Kanawha County Public Library.

"Since my decision in this matter is irrevocable, I would appreciate action on my resignation no later than the December 12 meeting of the Board.

"Sincerely yours,

"/s/_____
Charles Hopkins
Executive Vice President"

Following comments and discussion, it was moved that Mr. Hopkins' resignation be accepted with regret and that the following resolution be adopted:

WHEREAS, Charles T. Hopkins has been of service to his community and this Library as a member of its Board of Directors; and,

WHEREAS, Charles T. Hopkins contributed immeasurably to the well-being of this institution as a member and Chairman of its Budget Committee and Services to the Community Committee; and,

WHEREAS, The Library Board of Directors acknowledges with appreciation and recognition his interest in and support of the Library's purposes and programs; therefore,

BE IT RESOLVED, That we accept with reluctance and personal loss the resignation of Charles T. Hopkins; and,

RESOLVED FURTHER, That the resolution be spread upon the minutes of this meeting and a copy be sent to Mr. Hopkins.

Nominating Committee. The President appointed a Nominating Committee consisting of Mr. Anderson, Mr. Bowman and Mr. Springer, Chairman, to consider and recommend a nominee to fill the unexpired term of Mr. Charles T. Hopkins (June 30, 1974). The Committee was asked to make its report at the January meeting.

American Library Association Midwinter Conference. Mr. Ray moved, Mr. Lovenstein seconded, that the Library Board approve the payment to the Library Director of the expenses incurred by him in attending the American Library Association Midwinter Meeting in Washington, D. C., January 28-February 1, 1973, said sum not to exceed $350.00. Motion carried.

There being no further business, the meeting on motion adjourned.

A Guy Stone
President

Lorena Summa
Acting Secretary

Rules and Regulations for the Use of the Library's Steps and Plaza

The Library Board of Directors of the Kanawha County Public Library have a legal and practical responsibility in the performance of their duties and obligations. Chapter 178, Section 5 of the Acts of West Virginia Legislature, 1957; and, Chapter 112, Article I, Acts of the Legislature of West Virginia, 1961 are references to statutes pertaining to the Kanawha County Public Library and to the public libraries of West Virginia. In addition, the Library Board through its Director has a practical responsibility dealing with the everyday operations of the library.

In the performance of these responsibilities, the Library Board acknowledges the community's desire to make occasional use of the library's steps and plaza by individuals, organizations and institutions. It recognizes that certain guidelines should be followed if the practice is to be continued in a fair and orderly manner.

The Library Board recognizes that one of the library's functions is informational in character. Books and related materials are available for use and loan. In addition, the Library Board extends this concept to representatives of the community so that individuals and/or organizations may be given the opportunity to be seen and heard. However, it should be emphasized and made clear that this use of the plaza and steps shall not constitute an endorsement by the Library of the objects, policies or beliefs expressed by such individuals and organizations. The Library has maintained and insists on retaining a position of neutrality.

We are reluctant to grant permission to any group at any time while the Library is open to the general public because accessibility is essential if patrons are to have the opportunity of entering and leaving the library building without difficulty or annoyance. Nevertheless, the plaza will be available for limited use providing the rules and regulations are observed.

Use of these facilities is subject to the following rules and regulations:

1. Requests for the use of the facility should be made three days before the day of intended use on forms available in the office of the Library Director.

2. Applicant using the facility shall be responsible for any damages or injury done to the Library's building and facilities; and shall underwrite any liability of the Library for any injury to the persons or property of others arising from such use by applicant.

3. Use of the steps and plaza are to be limited to daylight hours.

4. In the interest of the community-at-large use of plaza and steps shall not be reserved for a period exceeding one hour unless special permission has been granted previously.

5. The Board of Directors reserve the right to cancel the agreement if privileges are abused or if the arrangements interfer with the normal operation of the library.

KANAWHA COUNTY PUBLIC LIBRARY
123 Capitol Street
Charleston, West Virginia 25301

APPLICATION FOR USE OF THE LIBRARY'S PLAZA AND STEPS

DATE _____

NAME OF ORGANIZATION _____

NAME OF PRESIDING OFFICER _____

ADDRESS OF PRESIDING OFFICER _____

APPROXIMATE NUMBER TO ATTEND _____

DATE _____

TIME _____ FROM _____ TO _____

PURPOSE _____

_____

_____

This event will be held in accordance with the regulations established for the use of the plaza and steps and I hereby agree to follow these regulations.

NAME _____

TITLE _____

ADDRESS _____

TELEPHONE NUMBER _____

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JANUARY 9, 1973

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on January 9, 1973 in the Board Room of the Library.

The following members were present:

Mr. Stone
Mr. Anderson
Mrs. Anderson
Mr. Bowman
Mrs. Brown
Mr. Springer

Mr. Stone, President, presided. The Secretary reported that a quorum was present. The minutes of the December 12, 1972 meeting were approved.

Correspondence. The Library Director reported that the Library was in receipt of a letter from Mr. Hopkins. It reads as follows:

"December 21, 1972

"Board of Directors
Kanawha County Public Library
123 Capitol Street
Charleston, West Virginia 25301

"Dear Directors:

"How very nice and kind!

"The resolution adopted by you on December 12 will be a treasured document in the Hopkins family always.

"Thank you so very much.

"Sincerely yours,

/s/ Charles
Charles Hopkins
Executive Vice President"

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of December. Comments and discussion included the following:

1. The Library was in receipt of a gift from Mrs. Betty Warner of her water color painting entitled, "Dancer Off Stage." The painting will be placed in the Boys and Girls Department.

2. A breaking and entering situation developed during the early morning hours of December 15, 1972. Forced entry was made from the loading dock area. Some minor damages were sustained: broken glass and "jimmied door." A dollar bill was found missing. Scattered change remained.

3. A gift of $79.73 was presented to the Kanawha County Public Library by the local chapter of American Society of Mechanical Engineers and used for the purchase of some scientific and technical books.

4. Mrs. Zetta Walker, a Public Library Trainee at the Kanawha County Public Library and a recent graduate of the University of Pittsburgh Graduate School of Library Science, is scheduled to begin her career in librarianship January, 1973 in the Circulation Department.

Approval of Bills. The Library Director submitted Book Bills List No. 187 and General Bills List No. 187 duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mr. Bowman, and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 186, duly certified and approved in accordance

with the Bylaws, and on motion by Mrs. Brown, seconded by Mr. Bowman, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Budget Committee. Mr. Springer, Acting Chairman, reported that the Budget Committee of Mr. Anderson, Mr. Bowman, Mr. Lovenstein, Mr. Ray, Mr. Snyder, Mr. Stone and Mr. Springer (Mr. Jacobson, member, could not be present) met Wednesday, January 3, 1973 to consider a proposed budget for the 1973/1974 fiscal year. Copies of the proposed budget were distributed to the members present. Mr. Springer then read the following motions:

> "Mr. L. K. Lovenstein moved that each individual be given a 4 1/2% increase in salary and that the remainder of the budget be approved as submitted.
>
> "Seconded by Mr. L. T. Anderson. Motion carried."

> "Mr. Walter Snyder moved that, should legislation be enacted by the coming session of the State legislature providing a $4,000 per year minimum wage for all full-time Board of Education employees, this committee take a look at those individuals on our payroll whose annual salaries are below $4,000 and that we look to see if we can locate Library Board funds to bring their salaries up to a $4,000 minimum.
>
> "Seconded by Mr. Springer. Motion carried."

Discussion included the Building Purchase Contract and budget document.

Transmittal of Budget to the Board of Education of the County of Kanawha, City of Charleston and County Court of Kanawha County. Mr. Springer moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1973, which has been approved and adopted by the Library Board, be transmitted to the Board of Education of the County of Kanawha by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the Board of Education of the County of Kanawha to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts as may be necessary to effect the proper laying of the said levy by the Board of Education of the County of Kanawha, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mr. Bowman, and upon a vote being taken, the motion carried unanimously.

Mr. Springer moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1973, which has been approved and adopted by the Library Board, be transmitted to the Mayor and Council of the City of Charleston by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the City of Charleston to lay a levy, in accordance with Section 5 of Chapter 178 of

the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the City of Charleston, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mr. Bowman, and upon a vote being taken, the motion carried unanimously.

Mr. Springer moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1973, which has been approved and adopted by the Library Board, be transmitted to the County Court of Kanawha County by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the County Court of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the County Court of Kanawha County, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mr. Bowman, and upon a vote being taken, the motion carried unanimously.

Nominating Committee. Mr. Springer, Chairman, reported that he and members of his committee (Mr. Anderson and Mr. Bowman) had met to consider names of nominees to the Library Board to fill the unexpired term of Charles T. Hopkins.

Mr. Springer presented the name of Mrs. Helen Smith (Mrs. Joseph Smith) of Dunbar to fill the unexpired term of Charles T. Hopkins. After discussion, the following resolution was adopted:

> RESOLVED, That Mrs. Helen Smith of Dunbar, West Virginia, be nominated to the Library Board to fill the unexpired term of Charles T. Hopkins which ends June 30, 1974; and,
>
> RESOLVED FURTHER, That the said nomination be reported to the Board of Education of the County of Kanawha with the request that the said nominee be duly elected.

There being no further business, the meeting on motion adjourned.

President

Secretary

BUDGET 1973/1974
KANAWHA COUNTY PUBLIC LIBRARY

OPERATING AND MAINTENANCE EXPENSES		
Salaries		
Professional	$168,291	
Non-Professional	192,226	
	$360,517	
Books		
Books	$ 82,300	
Binding	6,100	
Periodicals	9,500	
	$ 97,900	
Other Expenses		
Salaries - Building	$ 35,737	
Building Supplies	4,100	
Insurance	6,500	
Miscellaneous	10,000	
Office and Library Supplies	15,000	
Repairs and Maintenance	4,000	
Service Contracts	5,935	
Social Security	21,434	
Travel	1,450	
Utilities	33,490	
Vehicles - Repairs and Expense	3,700	
Workmen's Compensation	617	
	$141,963	
TOTAL OPERATING AND MAINTENANCE EXPENSES		$600,380
OTHER CAPITAL SUPPORT		
Building Purchase Contract		33,750
TOTAL BUDGET		$634,130

Receipts

Board of Education	$247,747	
County Court	247,747	
City of Charleston	96,636	
St. Albans	10,000	
Miscellaneous	17,000	
Anticipated Grant-In-Aid	10,000	
Balance with Sheriff	5,000	
Total	$634,130	
Building Purchase Contract	33,750	
Total for Operations		$600,380

KANAWHA COUNTY PUBLIC LIBRARY

Salary Budget 1973/1974

Position	Employee	Monthly Salary	Annual Salary
Director	Nicholas Winowich	$1,648.25	$ 19,779
Chief Children's Librarian	Helen Lind	804.00	9,648
Chief Circulation Librarian	Ruth Figgatt	950.91	11,411
Chief Extension Librarian	Helen Miller	896.58	10,759
Chief Processing Librarian	Doris Walker	950.91	11,411
Chief Reference Librarian	Frances Gerard	869.41	10,433
Circulation Librarian	Jacqueline Stephenson	705.33	8,464
Extension Librarian	Clara Hampton	869.41	10,433
Circulation Librarian	Zetta Walker	705.33	8,464
Reference Librarian	June Martin	842.25	10,107
Reference Librarian	Gretchen Schwinger	787.91	9,455
Circulation Librarian	Charlton Smith	787.91	9,455
Extension Librarian	Evelyn Coskey	815.08	9,781
Branch Librarian	Robert Willits	950.91	11,411
Children's Librarian, Branch	Frances Hubbard	GIA	GIA
Preparation Librarian	Robert Simmons	706.41	8,477
Processing Librarian	Annie Liu	733.58	8,803
			$168,291

Non-Professional Staff

Administrative Assistant	Lorena Ammar	760.75	9,129
Acquisition Associate	Mae Thomas	564.25	6,771
Library Associate, Branch	Henrietta Kidd	547.25	6,567
Library Associate, Branch	Martha Moran	547.25	6,567
Junior Clerk, Branch	Judy Adkins	461.83	5,542
Senior Clerk, Branch	Eugena Karson	364.00	4,368

Position	Employee	Monthly Salary	Annual Salary
Special Clerk, Office	Virginia Banning	$ 395.00	$ 4,740
Special Clerk, Office	Charlotte Barton	395.00	4,740
Special Clerk, Extension	Franca Martin	461.83	5,542
Junior Clerk, Extension	To Be Appointed	318.66	3,824
Senior Clerk, Extension	Mary Lee	380.33	4,564
Junior Clerk, Processing	Juanita Brown	364.00	4,368
Junior Clerk, Boys and Girls	Linda Coleman	318.66	3,824
Junior Clerk, Processing	Kathy Sue Brown	318.66	3,824
Junior Clerk, Extension	Toni Lee Zirkle	331.41	3,977
Junior Clerk, Processing	Augustine Porter	347.66	4,172
Junior Clerk, Processing	To Be Appointed	318.66	3,824
Senior Clerk, Processing	Regina McLendon	413.00	4,956
Junior Clerk, Processing	Sandra Trimble	364.00	4,368
Senior Clerk, Processing	Patricia Whitlock	429.16	5,150
Special Clerk, Circulation	Cortez Johnson	461.83	5,542
Junior Clerk, Circulation	Donna Creel	318.66	3,824
Senior Clerk, Circulation	Mary Elizabeth Greene	347.66	4,172
Junior Clerk, Circulation	Bonnie Fowler	347.66	4,172
Junior Clerk, Circulation	Sara Meadows	396.58	4,759
Junior Clerk, Circulation	Sharon Rule	347.66	4,172
Junior Clerk, Circulation	Janet Childers	318.66	3,824
Special Clerk, Boys and Girls	Betty Jane Harper	461.83	5,542
Junior Clerk, Boys and Girls	Victoria Price	318.66	3,824
Junior Clerk, Extension	Augusta Black	362.25	4,347
Senior Clerk, Reference	Onnalee Arcuri	347.66	4,172

Position	Employee	Monthly Salary	Annual Salary
Messenger	Robert Henson	$ 429.16	$ 5,150
Mobilibrary Driver	Floyd Bowen	608.50	7,302
Pages and Library Aides			30,607
			$192,226

Books

Books	
Boys and Girls	$ 9,000
Circulation	30,000
Extension	25,000
Reference	10,000
St. Albans Branch	5,000
	$79,000
Audio-Visual	$ 3,000
Binding	$ 6,100
Periodicals	$ 9,500
Postage	$ 300
	$18,900
Total	$97,900

Salaries - Building

Position	Employee	Monthly Salary	Annual Salary
Building Superintendent	James L. Thomas	$ 793.25	$ 9,519
Custodian	Bernard Ellis	429.16	5,150
Custodian	Herbert Hundley	445.50	5,346
Custodian	To Be Appointed	350.00	4,200
Custodian, Branch	Moses Adams	414.16	4,970
Janitress (Part-time)	Miriam Skiles	Hourly	2,184
Elevator Attendant	Mary Jackson	364.00	4,368
			$ 35,737

Building Supplies

Fluorescent tubes and incandescent lamps	$ 1,100
Wax, steel buffing pads, brooms, mops, soap, paper towels, tissue and other items	3,000
	$ 4,100

Insurance

Comprehensive Insurance Program	$ 6,500

Miscellaneous

Legal advertising	$ 350
Audit	1,000
Refunds on lost books - paid	335
Refunds on deposits	15
Security Officers	8,000
Petty Cash Disbursements	300
	$10,000

Office and Library Supplies

Office Supplies	
Masters, inks, pencils, paper, stationery, printed forms and other supplies	$ 4,000
Library Supplies	
Catalog cards, book pockets, book cards, mending supplies, identification cards, plastic book bags and other supplies	7,800
Postage	
Postal cards, stamped envelopes and stamps	3,200
	$15,000

Repairs and Maintenance

General repairs and maintenance	$ 4,000

Service Contracts

Office Machines	$ 1,525
Property Protection Company recharging on fire extinguishers	120
Elevators (3)	3,790
Fire Alarm System	150
Air Conditioning	350
	$ 5,935

Social Security

Contribution on earnings up to $10,800	$21,434

Travel

Director and staff members to attend West Virginia Library Association Fall Meeting/Wheeling	$ 300
Director to attend American Library Association Midwinter Meeting/ Chicago	350
Director and two staff members to attend American Library Association annual Summer Meeting/Las Vegas	800
	$ 1,450

Utilities

Electricity	$21,300
Fire Service Fee, Charleston	4,040
Gas	2,200
Sewerage	875
Telephone	3,675
Water	1,400
	$33,490

Vehicles - Repairs and Expense

Gasoline, oil and lubrication for Mobilibrary and truck	$ 1,100
Washing and waxing Mobilibrary and truck	100
Mobilibrary and truck - maintenance and repair	2,500
	$ 3,700

Workman's Compensation

Amount based on Class P-7 (all employees except building staff and Mobilibrary drivers) at 10¢ per $100	$ 350
Amount based on Class K-4 employees (building staff) at 35¢ per $100	125
Amount based on Class G-11 employees (Mobilibrary drivers) at $1.15 per $100	142
	$ 617

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

FEBRUARY 13, 1973

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on February 13, 1973 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mr. Anderson
Mr. Bowman
Mrs. Brown
Dr. Harper
Mr. Lovenstein
Mr. Ray
Dr. Riggleman
Mrs. Smith
Mr. Springer
Dr. Wallace

Mr. Stone, President, presided. The Secretary reported that a quorum was present. The President welcomed Mrs. Smith who was attending her first meeting as a member of the Library Board. The minutes of the January 9, 1973 meeting were approved.

Correspondence. The President reported that the Library was in receipt of a letter from Kanawha County Schools. The Secretary read the following letter:

"February 12, 1973

"Mr. Nicholas Winowich, Secretary
Kanawha County Public Library
123 Capitol Street
Charleston, West Virginia 25301

"Dear Mr. Winowich:

"This is to advise that the Board of Education, at its monthly meeting on January 18, 1973, moved and seconded that the Board approve the nomination of Mrs. Helen Smith, Dunbar, West Virginia, to fill the unexpired term of Charles T. Hopkins on the Library Board of the Kanawha County Public Library. The term expires June 30, 1974.

"Very truly yours,

/s/Kenneth E. Underwood
Dr. Kenneth E. Underwood
Superintendent"

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of January. Comments included the following:

1. The book, Easter Eggs for Everyone, by Evelyn Coskey, a member of our Extension Department staff since May, 1964, published by Abingdon Press, was shown to the members present.

2. Photographs were shown. Included were the following:

    a. A picture of the Dunbar Public Library of which Mrs. Smith is a member and Secretary of its Board of Directors.

    b. A quantity of glossy prints, both large and small, describing one young lady's efforts, from a wheel chair, to get into and out-of the building and the facilities it provides without difficulty. As the viewers were able to observe, ease and accessibility were the distinguishing features as-well-as noting the absences of any architectural barriers.

3. The Charleston Fire Department, through its Bureau of Fire Prevention, submitted a report dated January 8, 1973 in which the following was noted:

    "You and your staff are to be complimented on a well kept building - this inspection was a pleasure."

Afterwards, the Library Director's report was accepted and ordered filed.

Approval of Bills. The Library Director submitted Book Bills List No. 188 and General Bills List No. 188 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Lovenstein, seconded by Mrs. Brown, and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 187, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Lovenstein, seconded by Mrs. Brown, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Building and Grounds Committee. Mr. Lovenstein reported that the library's comprehensive insurance policy would cost less in 1973 than in 1972. The annual premium in 1972 was $5,888.00. The annual premium for the current year is only $4,725.00 resulting in an annual saving of $1,163.00. This was achieved, he said, because of the following reasons:

1. Good experience with the insurance carrier. Our losses were negligible.

2. Maintenance and condition of building was rated excellent by fire prevention bureau and insurance inspectors.

3. Installation of the library's fire alarm connections into a new "Emergency Reporting System" which is so engineered that if an alarm is registered, it would give a signal in the center and indicate that this building requires the fire department's immediate attention.

Mr. Lovenstein emphasized that there were no reductions in coverage. As a matter-of-fact, he noted that the values on the Capitol Street building went from $2,475,000 to $2,648,250 and that books were increased from $2,008,583 to $3,474,346. There was discussion afterwards.

Services to the Community Committee. Mr. Springer reported that a request had been submitted to the City of Charleston and Kanawha County Court for Revenue Sharing Funds to be used for the purpose of completing payment of the unpaid purchase price of the Capitol Street building. Copies of the letter were then distributed to the members present. Following discussion, it was ordered that the letters, to each levying authority, be filed with the minutes of this meeting.

Mr. Springer reported that members of his committee, Mr. Anderson and Mr. Bowman and the Director, met with Dr. Kenneth Underwood on January 11, 1973, to consider the possibilities of making public library books available through school libraries, particularly those involved in the community school concept. The focus of attention was on the eastern side of Kanawha County. The response of all participants, he said, was favorable. There was discussion afterwards.

NEW BUSINESS

Audit Report. Mr. Lovenstein presented the "Report of An Audit of the Accounts of the Kanawha County Public Library, Charleston, West Virginia, from July 1, 1971 to June 30, 1972," submitted by Arnett and Foster, Certified Public Accountants. Following discussion of the report, upon motion of Mr. Ray, seconded by Mr. Lovenstein, it was moved that the audit report be received and filed. Motion carried.

Library Services and Construction Act. Mr. Lovenstein reported that the administration has scheduled to terminate Federal support for library programs authorized under public Library Services and Construction Act, Title II of the Elementary and Secondary Education Act, and Title II of the Higher Education Act. He said that the State of West Virginia during the period of July 1, 1967 - June 30, 1972, received in Library Services and Construction Act funds only, a total of $3,230,615.00. Of that amount, Kanawha County Public Library received $738,241.13 or 22.8%. There was discussion afterwards.

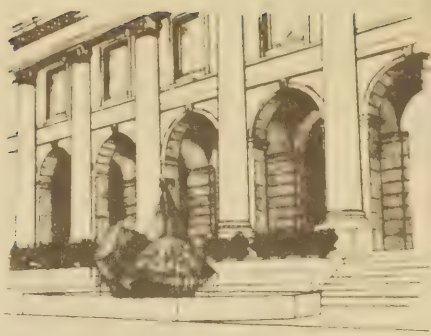
Orientation. Mr. Stone briefly reviewed the library construction project completed in December, 1966 and the library statute. Discussion followed.

There being no further business, the meeting on motion adjourned.

C. Y. Stone
President

Nicholas Winowich
Secretary

Capitol Street, Charleston, West Virginia 25301 Telephone 343-4646 Area Code 304
KANAWHA COUNTY PUBLIC LIBRARY



February 9, 1973

The Honorable John G. Hutchinson
City of Charleston
P. O. Box 2749
Charleston, West Virginia 25330

Dear Mayor Hutchinson:

The Board of Directors of Kanawha County Public Library and I respectfully request that Revenue Sharing Funds be made available to Kanawha County Public Library for the purpose of completing payment of the unpaid purchase price of its Capitol Street building, which was acquired from the General Services Administration of the U. S. A. in May, 1964 for $500,000.00, payable in installments over twenty years with an interest rate of 4 1/4%. The unpaid balance of principal is $260,524.00.

A similar request is being submitted to the County Court of Kanawha.

If the above sum is made available for the payment of the said purchase money, the amount required to be raised by levy each year for the support of Kanawha County Public Library will be reduced in the amount of approximately $34,000.00.

The Library Board and its friends have in past years attempted to convince the General Services Administration, through its representatives at the State Capitol and in Washington, D. C., that further and additional payments on the library building should be waived. We are not certain that our efforts this year to obtain such a waiver will be successful.

Mr. Donald Springer, Mr. John V. Ray, and I would be available to answer any questions you may have regarding this matter. We recognize and appreciate that fiscal obligations and responsibilities are of a concern to all members of this Community and we venture to make this request because it will relieve the City, County Court and Board of Education from the payment of large sums as interest (about $11,000.00 annually) during the next eleven years.

Sincerely yours,

Nicholas Winowich

Nicholas Winowich
Director

NW:vb

Capitol Street. Charleston. West Virginia 25301 Telephone 343-4646 Area Code 304

KANAWHA COUNTY PUBLIC LIBRARY

February 9, 1973

Mr. Kelly L. Castleberry, President
Kanawha County Court
Charleston, West Virginia

Dear Mr. Castleberry:

The Board of Directors of Kanawha County Public Library and I respectfully request that Revenue Sharing Funds be made available to Kanawha County Public Library for the purpose of completing payment of the unpaid purchase price of its Capitol Street building, which was acquired from the General Services Administration of the U. S. A. in May, 1964 for $500,000.00, payable in installments over twenty years with an interest rate of 4 1/4%. The unpaid balance of principal is $260,524.00.

A similar request is being submitted to the City of Charleston.

If the above sum is made available for the payment of the said purchase money, the amount required to be raised by levy each year for the support of Kanawha County Public Library will be reduced in the amount of approximately $34,000.00.

The Library Board and its friends have in past years attempted to convince the General Services Administration, through its representatives at the State Capitol and in Washington, D. C., that further and additional payments on the library building should be waived. We are not certain that our efforts this year to obtain such a waiver will be successful.

Mr. Donald Springer, Mr. John V. Ray, and I would be available to answer any questions you may have regarding this matter. We recognize and appreciate that fiscal obligations and responsibilities are of a concern to all members of this Community and we venture to make this request because it will relieve the City, County Court and Board of Education from the payment of large sums as interest (about $11,000.00 annually) during the next eleven years.

Sincerely yours,

Nicholas Winowich

Nicholas Winowich
Director

NW:cb

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MARCH 13, 1973

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on March 13, 1973 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mrs. Anderson
Mr. Bowman
Mrs. Brown
Mr. Lovenstein
Mr. Ray
Dr. Riggleman
Mrs. Smith
Mr. Springer
Mr. Williamson

Mr. Stone, President, presided. The Secretary reported that a quorum was present. The minutes of the February 13, 1973 meeting were approved.

Library Director's Monthly Report. The Library Director's monthly report on the activities of the Library for the month of February, 1973 will be mailed to the members of the Library Board with the minutes of this meeting.

Approval of Bills. The Library Director submitted Book Bills List No. 189 and General Bills List No. 189 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Lovenstein, seconded by Mrs. Brown, and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 188, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Lovenstein, seconded by Mrs. Brown, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Budget Committee. Mr. Springer, Acting-Chairman, reported that the Budget Committee met on March 8, 1973 to consider the business of the Scientific Survey previously authorized by the Library Board at its meeting held on August 8, 1972. The Budget Committee, he said, recommends adoption of the following resolution:

> RESOLVED, That the Scientific Survey of the library operations as previously authorized by the Library Board of Directors be limited, for the time being, to (i) the salaries paid, (ii) the size of the staff and (iii) the efficiency of the routine operations of the library; and,
>
> RESOLVED FURTHER, That the expenditures in connection with the survey not exceed $3,000.00, unless otherwise ordered by the Board; and,
>
> RESOLVED FURTHER, That the balance of the grant, to-wit, the sum of $15,430.00 be expended to purchase books if the said sum or a part thereof is not required for the said survey before the grant lapses.

After discussion, upon motion by Mr. Springer, seconded by Mr. Lovenstein, it was moved that the resolution be adopted. Motion carried.

Mr. Springer also reported that the Library was in receipt of a letter from Mr. John G. Hutchinson, Mayor of the City of Charleston. The letter was in reply to one submitted previously to the City of Charleston and Kanawha County Court in request of Revenue Sharing Funds. The Mayor's letter, in

part, stated that "We will certainly take your request under advisement and will give it every consideration."

Building and Grounds Committee. Mr. Lovenstein, Chairman, reported that the Library was in receipt of an invoice from the City of Charleston for the second-half of the Fire Service Fee in the sum of $2,019.06. Upon motion by Mr. Lovenstein, seconded by Mr. Ray, it was moved that the library's budget for Fiscal Year 1972/1973 be amended to show a reduction in the Miscellaneous Account by $2,019.00 and an increase in the Utilities Account by the same amount. Following discussion, a vote was taken and the motion carried.

Personnel Committee. In the absence of Mr. Snyder, Chairman, Mr. Springer reported that Mrs. Doris B. Walker, Chief Processing Librarian, had resigned effective February 16, 1973. He stated that the Library Director had investigated the possibility of a successor. Mr. Springer then reviewed the personal and professional qualifications of Mrs. Annie Liu, Processing Librarian. After discussion, upon motion by Mr. Ray, seconded by Dr. Riggleman, it was unanimously

> RESOLVED, That Mrs. Annie Liu, Processing Librarian, be promoted to Chief Processing Librarian, effective March 1, 1973 at a monthly salary of $783.30.

Motion carried.

Services to the Community Committee. Mr. Bowman, reporting for the Committee, suggested that the Kanawha County Public Library provide library borrowers with plastic bags when there was rain or snow for the convenience of its patrons and for the protection of its materials. Two bags with draw strings were exhibited to the members present. One was made available

to the Library Director by the West Virginia Department of Commerce which was willing to provide 1,500 complimentary bags to the Library for the purposes as noted above. The other bag was of special design, carried the imprint of the Library and was available by purchase at approximately $100.00 per thousand bags. After discussion, it was moved by Mr. Bowman, seconded by Mr. Ray, that the Library accept the gift of 1,500 plastic bags from the West Virginia Department of Commerce with thanks and appreciation and that the Library order 3,000 plastic bags printed with its name and address at approximately $100.00 per thousand. Motion carried.

UNFINISHED BUSINESS

Building Architectural Barriers. Mr. Williamson commented on the series of articles and photographs which appeared in the Charleston Sunday Gazette Mail on February 18, 1973 and February 25, 1973. Reference was also made to an editorial which appeared in The Charleston Gazette dated March 3, 1973.

Standing Committee Assignments. The Library Director, reading for the President, presented changes of assignment on the Standing Committees for 1972/1973. They are noted as follows:

1. Mr. Springer assigned to Chairman, Budget Committee.
2. Mrs. Smith assigned to membership on Insurance Committee and Services to the Community Committee.
3. Mr. Kleeman assigned to Chairman, Insurance Committee.

Upon motion by Mr. Lovenstein, seconded by Mrs. Anderson, it was moved that the recommended changes of the Standing Committees, be approved and accepted as read. Motion carried.

There being no further business, the meeting on motion adjourned.

A Guy Stone
President

Nicholas Winnick
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

APRIL 10, 1973

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on April 10, 1973 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mr. Anderson
Mr. Bowman
Mrs. Brown
Dr. Harper
Mr. Lovenstein
Mr. Ray
Mrs. Smith
Mr. Springer
Dr. Wallace
Mr. Williamson

Mr. Stone, President, presided. The Secretary reported that a quorum was present. The minutes of the March 13, 1973 meeting were approved.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of March, 1973. Comments and discussion included the following:

1. The picture stories which appeared in The Charleston Gazette regarding the Library's pre-school story hour and the extension of services to residents of Senior Centers.

2. Status of Jail Library Service.

3. The appointment of Mrs. Liu as Chief, Catalog Librarian, and transfer of Mrs. Stephenson from Circulation Department to Catalog Department had generated enthusiasm and improvement of daily tasks.

Afterwards, the Library Director's report was accepted and ordered filed.

Approval of Bills. The Library Director submitted Book Bills List No. 190 and General Bills List No. 190 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Lovenstein, seconded by Dr. Wallace, and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 189, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Lovenstein, seconded by Dr. Wallace, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Budget Committee. Mr. Lovenstein and Mr. Springer reported for the committee and distributed to the members present, copies of a memorandum, dated April 6, 1973 and prepared by Mr. Lovenstein concerning termination of indebtedness with the General Services Administration. There was considerable discussion afterwards.

Services to the Community Committee. Mr. Springer reported that a real concern has developed over "zero funding" of the Library Services and Construction Act in the proposed 1974 federal budget. The American Library Association, he said, has embarked on a program designed to increase the public awareness of libraries and their services. "Dimming the Lights on the Public's Right to Know," Mr. Springer said, is ALA's theme for a special campaign to acquaint users with the possibility of severe cuts in service and, in some areas, the closing of libraries. The campaign will culminate with a symbolic dimming of lights in libraries

across the nation for a short period of time at high noon on a date to be announced. There was discussion afterwards. Mr. Springer suggested that action by the Library Board be deferred until a later date when it was expected to have more and complete information.

NEW BUSINESS

Library Board Memberships. Since the membership terms of Mr. Kleeman, Mr. Lovenstein and Mr. Williamson are scheduled to expire on June 30, 1973, the President appointed a Library Board Membership Committee consisting of Mr. Ray, Chairman, Mr. Snyder and Dr. Riggleman to consider and recommend nominations for the Library Board of Directors.

American Library Association's Annual Conference. The Library Director stated that the annual conference would be held in Las Vegas, Nevada, from June 24-29, 1973. Upon motion by Mr. Lovenstein and seconded by Dr. Wallace it was unanimously

> RESOLVED, That the expenses for the Library Director and two staff members not to exceed $800.00 be paid for attendance at the American Library Association's Annual Conference, June 24-29, 1973.

There being no further business, the meeting on motion adjourned.

A Guy Stone
President

Nicholas Winowich
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MAY 8, 1973

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on May 8, 1973 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mr. Anderson
Mrs. Brown
Dr. Harper
Mr. Lovenstein
Dr. Riggleman
Mrs. Smith
Mr. Springer
Mr. Williamson

Mr. Stone, President, presided. The Secretary reported that a quorum was present. The minutes of the April 10, 1973 meeting were approved. A special plastic, book bag, intended for the use of library borrowers during inclement weather, was issued to each member present.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of April, 1973. Noted briefly were the following items:

1. The Charleston Gazette survey by Terry Marchal.
2. Status of Jail Library Service.
3. Letter of appreciation from Southern West Virginia Chapter, National Multiple Sclerosis.
4. Inspections by Civil Defense staff and Boiler Insurance Underwriters.

5. Textbook exhibit held in cooperation with Kanawha County Schools.

6. Patient library service at Charleston Memorial Hospital in cooperation with Ladies Auxiliary.

7. Mr. Robert Willits, Branch Librarian, successfully arranged and directed the Cultural Exhibit at the annual Home Show.

Following some comments on the above, questions on book loss and book detection systems were discussed. Afterwards, the Director's report was accepted and ordered filed.

Approval of Bills. The Library Director submitted Book Bills List No. 191 and General Bills List No. 191 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Lovenstein, seconded by Mr. Anderson, and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 190, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Lovenstein, seconded by Mr. Anderson, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Budget Committee. Mr. Lovenstein, reporting for the Committee, said that Mr. Bowman, Mr. Springer and he met on Friday afternoon, May 4, 1973 in the Board of Directors Room with Mr. Hopkins, former member, to discuss

termination of General Services Administration indebtedness. By letter of May 2, 1973 the Library was notified by the Regional Commissioner, Property Management and Disposal Service that:

> "we have no statutory authority to release the County from the terms of the note. Accordingly, we must inform you that payments must be continued until the note is fully amortized."

Mr. Hopkins had agreed, Mr. Lovenstein reported, to talk with Senator Byrd and to solicite his support in the form of special congressional legislation. Afterwards, there was considerable discussion.

Mr. Lovenstein reported that there was an unexpended balance of nearly $8,000.00 in the salaries account because of absences without pay and resignations. New employees, without experience, he said, were employed at the beginning salary. After discussion, it was moved by Mr. Lovenstein, seconded by Dr. Riggleman and unanimously

> RESOLVED, That the unexpended balance in the salaries account which is the result of leave of absences without pay and resignations be used as needed for operating expenses and/or other library purposes.

Purchase Agreement - Tenth Payment. Mr. Lovenstein reported that the tenth payment of $34,756.27 (of which $11,072.27 is interest and $23,684.00 is for principal) was due and payable on June 1, 1973, to General Services Administration Region III. Following discussion, it was moved by Mr. Lovenstein, seconded by Dr. Harper that the said payment be made. Motion carried.

Services to the Community Committee. Mr. Springer, Chairman, reported that the Committee, following inquiries and deliberation, invited Mr. Hoyt Galvin, formerly, Director, Public Library of Charlotte and Mecklenburg

County, North Carolina, to conduct a survey which would evaluate staff salaries, size of staff and the efficiency of the routine operations of the Library. Mr. Springer gave a brief sketch of Mr. Galvin's qualifications which includes consulting work on library projects in Clarksburg and in Parkersburg. Mr. Galvin's fee, he stated, was $20.00 an hour, or $160.00 daily, plus expenses. Mr. Galvin was expected to begin work shortly after Memorial Day, devoting three days at the Library and several days in writing his report. The report, he said, was to be completed by June 12, 1973, when the Library Board is expected to meet for its regularly scheduled meeting.

Library Board Memberships. In the absence of Mr. Ray, Chairman of the Library Board Membership Committee, Mr. Stone reported that the Committee recommended that the following persons be nominated as members of the Board of Directors of Kanawha County Public Library, to-wit:

1. Mr. Sydney Kleeman, for a term of six (6) years beginning July 1, 1973.

2. Mr. L. K. Lovenstein, for a term of six (6) years beginning July 1, 1973.

3. Mr. Charles A. Williamson, for a term of six (6) years beginning July 1, 1973.

After discussion, and upon motion by Dr. Riggleman, seconded by Mr. Springer, it was moved that the Board of Directors, be instructed to report the said nominations to the Board of Education of the County of Kanawha with the request that the nominees be duly appointed. Motion carried.

NEW BUSINESS

St. Albans Branch Library. Mr. Springer announced that the Board of Directors of the St. Albans Public Library and Recreation, Inc.,

purchased three parcels of land adjacent to the Bartlett Funeral Home at a cost of $65,000.00. The property measures approximately 150 feet in frontage and 140 feet in depth. The lots, when landscaped, will be used for patron parking.

Small Library Management Institute. Mr. Stone reported that the Director had requested permission to attend the "Small Library Management Institute," of which he is a participant. The Institute is sponsored by the West Virginia Library Commission and will be held on May 9-10, 1973 at Pipestem and Princeton Public Library. Upon motion by Mr. Lovenstein, seconded by Dr. Harper, the following resolution was adopted:

> RESOLVED, That the Library Director be authorized to attend the Small Library Management Institute, to be held at Pipestem and Princeton Public Library and that his expenses not to exceed $50.00 be paid.

Motion carried.

There being no further business, the meeting on motion adjourned.

A. Guy Stone
President

Nicholas Winovich
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JUNE 12, 1973

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on June 12, 1973 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mr. Anderson
Mrs. Anderson
Dr. Harper
Mr. Lovenstein
Mr. Ray
Dr. Riggleman
Mr. Snyder
Mr. Springer
Dr. Wallace

Mr. Stone, President, presided. The Secretary reported that a quorum was present. The minutes of the May 8, 1973 meeting were approved.

Correspondence. The Secretary reported that a letter had been received from Dr. Kenneth Underwood, Superintendent of Schools, stating that the appointment of Mr. Kleeman, Mr. Lovenstein and Mr. Williamson to a six-year term on the Library Board had been approved by the Kanawha County Board of Education at its meeting held on May 24, 1973. Each term is scheduled to begin on July 1, 1973. The Secretary was instructed to file the letter with the minutes of the meeting.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of May, 1973.

Included were the following:

1. A gift of $500.00 was presented to the Kanawha County Public Library by The Children's Theatre of Charleston, West Virginia in honor of Miss Wilma Brown, formerly, Chief Children's Librarian.

2. Miss Evelyn Coskey, Extension Librarian and author of Easter Eggs for Everyone, received a Certificate of Award from Printing Industries of America because of her book's outstanding merit and distinction in design, creation and production.

3. The Library Director was elected Vice-President, Board of Directors, Middle Atlantic Regional Library Federation. This is an organization representing library associations of West Virginia, Pennsylvania, New Jersey, New York, Maryland, Delaware and District of Columbia.

4. The Library might become a beneficiary of a $3,000.00 gift given by the West Virginia Society of CPA's. However, before a final and favorable decision is reached, other contenders must be excluded.

5. The library's heat sensors and smoke detectors, safety devices, are connected by telephone cable to the Charleston Fire Department. A signal should bring immediate reaction and prevent serious damage or loss.

Approval of Bills. The Library Director submitted Book Bills List No. 192 and General Bills List No. 192 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Lovenstein, seconded by Mr. Snyder, and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 191, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Lovenstein, seconded by Mr. Snyder and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Budget Committee. Mr. Lovenstein reported that the West Virginia Legislature at its regular session passed House Bill 1130 which becomes effective July 13, 1973. The statute gives County Boards of Education authority to name their own treasurer. The library's fiscal transactions will be made directly with the Board of Education instead of the Sheriff of Kanawha County, who served previously as Treasurer. At the suggestion of Mr. Lovenstein, Mr. Willis Moore, Comptroller of Kanawha County Board of Education, will be invited to the July Board Meeting to discuss the change and answer questions relating to fiscal affairs.

Mr. Lovenstein also reported that $48,037.48 in Grant-In-Aid Funds and other receipts were received by the Kanawha County Public Library in the 1972/1973 fiscal year. The receipts and expenditures are as follows:

Receipts

Grant-In-Aid			
Basic Grant	$35,172.00		
Supplementary Grant	731.00		
Trainee Grant	5,700.00		
Personnel Training Grant	251.03	$41,854.03	
Vocational Rehabilitation		1,739.00	
St. Albans Library		1,313.15	
State Sinking Fund		2,000.00	
Miscellaneous		1,131.30	
TOTAL RECEIPTS			$48,037.48

Expenditures

Account #1101	Professional Salaries	$13,960.00
Account #1000	Non-Professional Salaries	1,739.00
Account #2201	Books	24,131.00
Account #2000	Audio-Visual	53.60
Account #2001	Audio-Visual	250.00
Account #2300	Periodicals	409.55
Account #3150	Furniture and Equipment	495.00
Account #3151	Furniture and Equipment	62.00
Account #3351	Office and Library Supplies	200.00
Account #3350	Office and Library Supplies	1,486.30
Account #3601	Travel	251.03
Account #3650	Utilities	2,000.00
Account #3321	Miscellaneous	3,000.00
TOTAL EXPENDITURES		$48,037.48

It was moved by Mr. Lovenstein, seconded by Mr. Springer, that the Library's budget for the 1972/1973 fiscal year be amended to show receipts and expenditures as listed above. Motion carried.

Services to the Community Committee. Mr. Springer, Chairman, reported that Mr. Hoyt Galvin, Library Consultant, visited the Library on May 29, 1973 and met with Mr. Lovenstein and himself to discuss the purpose of the survey. Afterwards, the Library Director met with Mr. Galvin and provided him with information and materials essential to the survey. Mr. Galvin and his associate, Dean Frank Sessa, Dean, Graduate School of Library Science, University of Pittsburgh, are expected to make a working visit on June 14-15, 1973 to meet and talk with members of the Library Board and staff. Their work is expected to be completed within several weeks with a report to be delivered to the Library Board.

Mr. Springer reported that Jail Library Service was scheduled to begin on Thursday, June 14, 1973. Surplus furniture had been installed and books delivered to the handsome and functional room. The chairman expressed thanks and appreciation to Dr. Wallace and Dr. Riggleman for the gift of the West Virginia Code presented by the West Virginia Association of Colleges and Universities.

He also reported that the St. Albans Library and Recreation Board, Inc. was considering the possibility of purchasing a piano to be placed in the St. Albans Branch Auditorium.

NEW BUSINESS

Nominating Committee - Election of Officers. The President appointed a Nominating Committee consisting of Mr. Ray, Chairman, Mrs. Anderson and Mr.

Jacobson to consider and recommend nominations for the election of officers for 1973/1974.

Community Council of Kanawha Valley, Inc. Mr. Stone appointed Mrs. Anderson and the Library Director as delegates to the Community Council of Kanawha Valley, Inc.

There being no further business, the meeting on motion adjourned.

C. Stuyvesant Stone
President

Nicholas Winowich
Secretary

BOARD OF EDUCATION MEMO #195-72/73

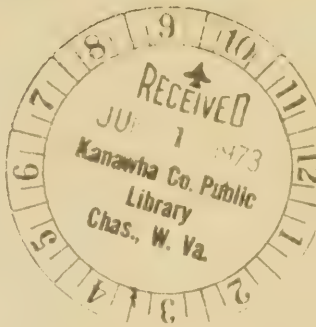
Capitol Street, Charleston, West Virginia 25301 Telephone 343-4646 Area Code 304

ANAWHA COUNTY PUBLIC LIBRARY

May 24, 1973
Dr. Kenneth E. Underwood

May 11, 1973

MAY 14 1973



The Board of Education of the
County of Kanawha
200 Elizabeth Street
Charleston, West Virginia 25311

Gentlemen:

Kanawha County Public Library, by a resolution adopted by the Library Board, has nominated the following persons for six-year terms on the Library Board, beginning July 1, 1973:

Mr. Sydney Kleeman
Mr. L. K. Lovenstein
Mr. Charles A. Williamson

The appointment of these nominees is respectfully requested.

Sincerely yours,

Kanawha County Public Library

By Nicholas Winnick
Secretary

MINUTES OF ANNUAL MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JULY 6, 1973

The Annual Meeting of the Board of Directors of the Kanawha County Public Library was held on Friday, July 6, 1973 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mr. Bowman
Mrs. Brown
Dr. Harper
Mr. Jacobson
Mr. Lovenstein
Mr. Ray
Dr. Riggleman
Mrs. Smith
Mr. Snyder
Mr. Williamson

Also present and made welcome was Mr. Willis W. Moore, Comptroller and Treasurer, Board of Education, County of Kanawha.

The President presided. The President stated that the meeting which was also the Annual Meeting, had been called for the purpose of conducting the election of officers and to consider and act upon such other business as may come before the Board of Directors.

The Secretary reported that notice of meeting had been given in accordance with the Bylaws and that a quorum was present. It was ordered that a copy of the notice of the meeting be filed with the minutes of this meeting.

The minutes of the June 12, 1973 meeting were approved.

Mr. Willis W. Moore's Visit. Mr. Willis W. Moore, Comptroller and Treasurer of Kanawha County Schools, introduced by Mr. L. K. Lovenstein, reported the following:

1. The Regular Session of the 1973 Legislature passed H.B. 1130 which provides for Boards of Education to perform the Treasurer function and to appoint the person in charge of financial affairs as the Treasurer of the Board of Education. Such is the case for Kanawha County Board of Education.

2. In the case of the Library, simply stated, the Board of Education's Treasurer will now take the place of the Sheriff as Treasurer. In the case of the Board of Education, the Sheriff continues to collect local property taxes, but transfers monthly those revenues to the Board Treasurer. All other receipts now will go direct to the Board Treasurer. Thus, the major sources of revenue for the Library, from the Board of Education, the County Court and the City of Charleston will be directed to the Treasurer of the Board of Education for credit to the KCPL Fund. One change that will prevail is that the KCPL Fund will be absolutely separated from any others by means of a separate and distinct account.

3. Due to the effective date of the legislation, July 13, 1973, we will be unable to begin the function until that date, consequently we are running 'dry' from July 1 to July 12, inclusive, upon advice of legal counsel. This means that we are not able to receive or disburse funds during this so-called 'dry period.'

   The enacted legislation requires the Sheriff to transfer end-of-year balances of June 30 to the Board Treasurer no later than August 1. We are presently working with the Sheriff to arrange an earlier transfer of end-of-year balances on or about July 13, 1973. We are also working with City Hall and the County Clerk to arrange for an earlier remittance of the Library's levy. Getting started with an adequate amount of cash is the crucial thing. If we are unable to arrange for an early transfer of balances and timely remittances of levies, we will have to turn to the Board of Education's cash flow (which is also dependent upon others) and arrange for an earlier or larger remittance of the Board of Education's levy. We have several steps to take and some corners to negotiate, but feel that there will be

no significant problems in the transition as far as the Library Fund is concerned.

4. At this time, there will be no change in the present procedure, unless improvements are needed or desired by the Library Board. For the Board of Education's processing, there will be one less step to take which is that we will not have to take checks to the Sheriff's office for his signature of endorsement. I should say here that adequate steps are taken to protect or control blank checks and signature plates as well as requiring adequate bond on the Board Treasurer as well as the depositories. We are presently putting the final touches to a new internal control system that has been reviewed initially by an outside technical advisory committee consisting of representatives from local banks and a highly regarded CPA. In the process, that committee found some flaws in our proposed system of control and security and we are adjusting for another technical review.

5. Finally, as soon as we can get a handle on trends of cash flow, it is obvious that possibilities exist for investment of library funds that are in excess of immediate cash needs.

Library Director's Monthly Report. The Library Director's oral report for the month of June was not given. However, it would be prepared and mailed to the members of the Library Board.

Library Director's Annual Report. The President announced that the Library Director's annual report would be presented at a subsequent meeting of the Library Board.

Approval of Bills. The Library Director submitted Book Bills List No. 193 and General Bills List No. 193 duly certified and approved in accordance with the Bylaws and on motion by Mr. Lovenstein, seconded by Mr. Snyder, and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 192, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Lovenstein, seconded by Mr. Snyder and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Budget Committee. Mr. Lovenstein reported that Mr. Galvin, Library Consultant and his associate, Dean Sessa made a working visit to Charleston on June 14-15, 1973. He said that several members of the Library Board had occasion to meet with the survey team. Mr. Lovenstein said that Dean Sessa was expected to return for another short visit soon and their written report would be submitted, probably, before the end of August. There were questions and comments afterwards.

Services to the Community Committee. Dr. Harper, reporting for the Chairman, said that a meeting was held in Clendenin, West Virginia on June 21, 1973 to receive information on an Instant Library. In attendance were the Mayor, representatives of community organizations, Dr. Harper and the Library Director. Following discussion, the matter was referred to the Services to the Community Committee with a request that it report its findings at the August meeting of the Library Board.

NEW BUSINESS

Election of Officers. The Library Director read the following report:

"To: Board of Directors
Kanawha County Public Library

"The undersigned committee nominates the following persons for the offices indicated, for the year beginning July 1, 1973:

"President - A. Guy Stone
"Vice-President - L. K. Lovenstein
"Secretary - Nicholas Winowich
"Treasurer - Nicholas Winowich

"Respectfully submitted this 27th day of June 1973."

"Nominating Committee

"/s/ Mrs. Wilson Anderson
Mrs. Wilson Anderson

/s/ Bernard H. Jacobson
Bernard H. Jacobson

/s/ John V. Ray, Chairman
John V. Ray, Chairman"

Mr. Bowman moved, Mr. Snyder seconded, that the report of the Nominating Committee be received and filed.

Following the close of nominations, Mr. Bowman took the chair and put the motion which was carried. An election was held and the nominees were declared to be duly elected. Mr. Stone resumed the chair.

Supreme Court Decision. Mr. Bowman reported on the obscenity decisions of the supreme court. His report reads as follows:

> On June 21, 1973, the U. S. Supreme Court handed down decisions involving issues under the First Amendment. These decisions were apparently the outgrowth of the Court's recognition that the procedures in effect until recently for handling the problem of pornography were a hopeless failure.
>
> Mr. Justice Brennan, who has been the chief architect of the Court's gradual course toward liberalization, argued that virtually all pornography bans should be scrapped as constitutionally unworkable.
>
> Mr. Chief Justice Burger, on the other hand, argued for stricter standards and prevailed, bringing with him the three other Nixon appointees and Mr. Justice Byron White.
>
> Generally speaking, these five decisions establish four new guidelines for determining whether a work is protected by the First Amendment or is to be considered beyond the pale of the First Amendment and therefore censorable.

FIRST, the phrase 'utterly without redeeming social value' has been deleted and substituted therefor is the test of 'whether the work, taken as a whole, lacks serious literary, artistic, political, or scientific value.'

SECOND, the term 'community standards' is not to be interpreted as the standards of the 'national community.' The Court has declared that each State and even each local subdivision may enact obscenity legislation.

THIRD, there is no longer any necessity for a prosecutor to present evidence in his attempt to convince the jury that a work is obscene and, therefore, illegal. A prosecutor has now only to present the work itself to the jury and, based on its first-hand review, the jury is entitled to make the determination of obscenity. What this does in effect, is to shift the burden from the prosecution to the defense. Further, the decision whether a work is obscene is an issue of fact for the jury, and hence not appealable. (What if a jury should hold Masters & Johnson obscene, i.e., not 'serious.' Appealable?)

FOURTH, the concept that a person has the right to possess whatever he desires in the privacy of his own home has been narrowly restricted by the Court. While a person is still entitled to possess whatever he desires in his own home, he may not purchase, acquire or import from any source material deemed to be obscene.

The possible effect of these new provisions on libraries are summed up by Mr. Justice Douglas' dissent in one of the cases:

> 'What we do today is rather ominous as respects librarians. The net now designed by the Court is so finely meshed that taken literally it could result in raids on libraries. Libraries, I had always assumed, were sacrosanct, representing every part of the spectrum. If what is offensive to the most influential person or group in a community can be purged from a library, the library system would be destroyed.'

Mr. Bowman concluded his report by stating that he had occasion to review the library's Policies For the Selection of Books and Related Materials and found the document to be an effective instrument and one which was well within the new guidelines established by the Court. Afterwards, there was discussion.

American Library Association Annual Conference. The President reported that the Library Board at its April meeting authorized the Library Director to attend the American Library Association's Annual Conference in Las Vegas, Nevada with expenses paid not to exceed $500.00. The Director, he said, incurred additional and necessary expenses. Following discussion, Mr. Ray moved, Dr. Riggleman seconded that the Director be reimbursed $91.04 for the expenses incurred over and above the sum of $500.00 which was allotted to him in his attendance at the American Library Association Annual Conference. Motion carried.

There being no further business, the meeting on motion adjourned.

A Guy Stone
President

Nicholas Winowich
Secretary

ANNUAL REPORT

1972-1973

KANAWHA COUNTY PUBLIC LIBRARY

123 CAPITOL STREET

CHARLESTON, WEST VIRGINIA 25301

KANAWHA COUNTY PUBLIC LIBRARY

BOARD OF DIRECTORS

A. Guy Stone, President
L. K. Lovenstein, Vice President

L. T. Anderson
Margaret Anderson
Forest Jackson Bowman
Hester Brown
O. M. Harper
Charles T. Hopkins*
Bernard H. Jacobson
Sydney M. Kleeman
John D. Maurice
John V. Ray
Leonard Riggleman
Helen Smith
Walter F. Snyder
Donald Springer
L. Newton Thomas
William J. L. Wallace
Charles A. Williamson

Nicholas Winowich, Library Director and Secretary of the Board

LIBRARY STAFF

Professional

Wilma Brown
Evelyn Coskey
Ruth E. Figgatt
Frances Gerard
Clara Hampton
Fran Hubbard
Eleanor Keenan
Helen Lind
Annie Liu
June Martin
Harold McKinstry
Helen Miller
Gretchen Schwinger
Robert Simmons
Charlton Smith
Jacqueline Stephenson
Zetta Walker
Robert Willits

Non-Professional

Judith Adkins
Lorena Ammar
Onnalee Arcuri
Virginia Banning
Charlotte Barton
Augusta Black
Floyd Bowen
Juanita Brown
Kathy Sue Brown
Nova Casto
Janet Childers
Linda Kay Coleman
Donna Jean Creel
Bonnie Alice Fowler
Mary Elizabeth Greene
Betty Jane Harper
Robert Henson
Cortez Johnson
Eugena Karson
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Mary Frances Lee
Franca Martin
Regina McLendon
Linda Meadows
Sara Meadows
Martha Moran
Augustine Porter
Victoria Price
Mae Thomas
Sandra Trimble
Julie Underwood
Patricia Whitlock
Toni Zirkle

Building Staff

James L. Thomas, Building Superintendent

Moses Adams
Walter W. Dowdy
Bernard Ellis
Herbert Hundley
Mary Jo Jackson

24 Additional Part-time Staff Members

*Resigned December 12, 1972

ANNUAL REPORT 1972/1973

To the Library Board of the Kanawha County Public Library -

The Director's annual report for the period July 1, 1972, to June 30, 1973 is herewith submitted:

GENERAL

Punch, the British humor magazine, reports that a new aid to rapid learning has made its appearance. It contains no mechanical parts to break down or need replacing, and does not have to be connected to anything. If it catches on, the electronic devices will be so much junk. Called the Built-In Orderly Organized Knowledge, it is known by its initials: BOOK.

Bringing these books and people together is hard work - but rewarding.

Some of the mail addressed to the Library and/or Director, on occasion, is not complimentary, but almost always interesting. Although we prefer the favorable commentary perhaps we learn from the exclamatory. For example, a lettered note from a 12 year old boy, obviously upset after receiving an overdue notice, exclaimed that "Your nuts" and "Crazy if you think I have that book." We since have communicated, by mail, with the young man seeking to explain the situation while requesting an understanding and appreciation of the facts in the case.

Trying to reach people, particularly newcomers who are now residents of Kanawha County, could be a difficult and expensive task. Helping us to "tell our story" are the dedicated ladies of Welcome Wagon and the interesting feature, "New Face In Town," appearing regularly in the Charleston Gazette. The ladies distribute our brochure and the Gazette's New Face receives a personal letter from the Library Director. The rate of response to this effort is fantastic. Nearly 90% of the invitations to become borrowers are accepted.

The Charleston Area Chamber of Commerce is the sponsor of the Home Show held annually at the Civic Center. In 1972 for the very first time, several of us were able to convince the Chamber Board of Directors that cultural and educational institutions and organizations should be permitted to be present by exhibit. We in effect said that when business, industry or the home buyer moves into Kanawha County, he also gets in-the-bargain such institutions and organizations as: Kanawha County Public Library, West Virginia State College, Morris Harvey College, Kanawha County Schools, Sunrise, Charleston Symphony, Light Opera Guild, Kanawha Players and others. They agreed to accept us and the Civic Center provided us with space, tables, and other considerations at no cost. Mr. Robert Willits, St. Albans Branch Librarian served well and with distinction as General Chairman.

So, for the second year, April 26-29, 1973, the Kanawha County Public Library and others were there "doing our thing." Helping us to tell our story to the thousands of visitors were 16 members of the staff. They demonstrated equipment (talking book machines) answered questions and distributed literature.

The following Rules and Regulations for the Use of the Library's Steps and Plaza were approved and adopted by the Library Board:

> The Library Board of Directors of the Kanawha County Public Library has a legal and practical responsibility in the performance of its duties and obligations. Chapter 178, Section 5 of the Acts of West Virginia Legislature, 1957; and, Chapter 112, Article 1, Acts of the Legislature of West Virginia, 1961 are references to statutes pertaining to the Kanawha County Public Library and to the public libraries of West Virginia. In addition, the Library Board through its Director has a practical responsibility dealing with the everyday operations of the library.
>
> In the performance of these responsibilities, the Library Board acknowledges the community's desire to make occasional use of the library's steps and plaza by individuals, organizations and institutions. It recognizes that certain guidelines should be followed if the practice is to be continued in a fair and orderly manner.

The Library Board recognizes that one of the library's functions is informational in character. In addition to the use and loan of books the Library Board extends this concept to representatives of the community so that individuals and/or organizations may be given the opportunity to be seen and heard. However, it should be emphasized and made clear that this use of the plaza and steps shall not constitute an endorsement by the Library of the objects, policies or beliefs expressed by such individuals and organizations. The Library has maintained and insists on retaining a position of neutrality.

We are reluctant to grant permission to any group at any time while the Library is open to the general public because accessibility is essential if patrons are to have the opportunity of entering and leaving the library building without difficulty or annoyance. Nevertheless, the plaza will be available for limited use providing the rules and regulations are observed.

Use of these facilities is subject to the following:

1. Requests for the use of the facility should be made three days before the day of intended use on forms available in the office of the Library Director.

2. Applicant using the facility shall be responsible for any damages or injury done to the Library's building and facilities; and shall underwrite any liability of the Library for any injury to the persons or property of others arising from such use by applicant.

3. Use of the steps and plaza are to be limited to daylight hours.

4. In the interest of the community-at-large use of plaza and steps shall not be reserved for a period exceeding one hour unless special permission has been granted previously.

5. The Board of Directors reserve the right to cancel the agreement if privileges are abused or if the arrangements interfer with the normal operation of the library.

BOYS AND GIRLS DEPARTMENT

One of a series of summer time activities in our Boys and Girls Department - to create and/or sustain reading of library materials among

children - involves the use of film. Our weekly film series began on June 21, 1973 and is scheduled to continue through much of August. It attracts a great deal of attention among children and some parents. The average attendance, for example, numbers 35 persons. The films are always based on some outstanding juvenile book.

Miss Helen Lind became the new Chief Children's Librarian effective September 1, 1972. She succeeded Miss Wilma Brown who retired on August 31, 1972 following 28 years of service.

Miss Wilma Brown, our Children's Librarian, Emeritus, continues to be enthusiastic about her work with the public library staff and friends in South Charleston, Dunbar and Nitro, West Virginia. She serves as their specialist or consultant in Children's literature and reading, book selection and in story hour and puppet shows.

BUILDING AND GROUNDS

Mr. Lovenstein reported that the library's comprehensive insurance policy would cost less in 1973 than in 1972. The annual premium in 1972 was $5,888.00. The annual premium for the current year is only $4,725.00 resulting in an annual saving of $1,163.00. This was achieved, he said, because of the following reasons:

1. Good experience with the insurance carrier. Our losses were negligible.

2. Maintenance and condition of building was rated excellant by fire prevention bureau and insurance inspectors.

3. Installation of the library's fire alarm connections into a new "Emergency Reporting System" which is so engineered that if an alarm is registered, it would give a signal in the center and indicate that this building requires the fire department's immediate attention.

Mr. Lovenstein emphasized that there were no reductions in coverage. As a matter-of-fact, he noted that the values on the Capitol Street building went from $2,475.000 to $2,648.250 and that books were increased from $2,008,583 to $3,474.346.

The Fire Prevention Bureau of the Charleston Fire Department has over-the-years, made periodic and unannounced inspections of the library building. For example, they searched for "hazardous conditions," some 131 items as noted on their printed report form. Following their most recent inspection, January 8, 1973, Captain O. R. Smith reported the following which I should like to share with you. He said, "You and your staff are to be complimented on a well-kept building - this inspection was a pleasure."

The City's new communications network which includes a "fire reporting system" is a part of the library's fire preventions and safety program. Everyone of the building's heat sensors and smoke detectors is connected by telephone cable to the Charleston Fire Department. The monthly charge for this service is $8.70. A signal initiated by any of the safety devices will bring an immediate response, thereby preventing serious damage or loss to life and/or property. Our insurance carrier has been notified and has commented favorably.

Overcoming Building Architectural Barriers: Mr. Williamson commented on the series of articles and photographs featured in the Sunday Charleston Gazette-Mail on February 18, 1973 and February 25, 1973, illustrating the ease with which handicapped persons can use the library. Reference was also made to favorable comments in a Charleston Gazette editorial which appeared on March 3, 1973.

Mr. James E. Stewart, Vocational Rehabilitation Center, Institute, West Virginia, gave the Director copies of photographs showing Miss Phyllis Mathews, a wheelchair client, visiting the library building and using its facilities. It was reported in the Sunday Gazette-Mail that the Library building was the most accessible of any in downtown Charleston.

EXTENSION DEPARTMENT

Talking Books. The Extension Department continues to provide a unique service to our visually handicapped readers particularly when "talking book" needs are not available from the Library of Congress on phonograph recordings, magnetic tapes or cassettes. In instances of this kind the library becomes the producer. A recording machine and magnetic tapes are made available through the West Virginia Library Commission and volunteer readers are recruited from among the membership of Kanawha Players and Light Opera Guild. There are no out-of-pocket expenses. Copyright clearances are handled by the Library of Congress. One copy of the tape is loaned to the borrower and the other print is sent to Washington, D. C. Mr. Hubert Davis recently recorded a textbook entitled American Government by Feissel for a teacher and counselor of the blind.

Hospital Library Service. Some years ago, in cooperation with the Ladies Auxiliary of Charleston Memorial Hospital, and extension of service was begun. We made a collection of nearly 500 titles available to the hospital for the reading purposes and pleasure of the patients. The program was serviced through the auxiliary by volunteers and has flourished since the beginning. The collection is constantly up-dated with new and different titles. The reaction of all parties concerned seems to be favorable with a desire to continue.

Jail Library Service. Mr. Springer reported that Jail Library Service was scheduled to begin on Thursday, June 14, 1973. Surplus furniture had been installed and books delivered to the handsome and functional room. The chairman expressed thanks and appreciation to Dr. Wallace and Dr. Riggleman for the gift of the West Virginia Code presented by the West Virginia Association of Colleges and Universities.

After years of having prisoners, both the transient and permanent, discontented because of general boredom, there has been an increasing trend towards occupying their time with good library service. This has come about as the direct result of court decisions since 1971 in which it was pointed out that prisoners have a legal right to ready access to legal materials and that prisoners have a right to library service. The courts did, however, deny the prisoner the right to materials which are considered either obscene or a threat to jail security. In many instances, since the jail inmates have been legal residents of the community in which they are incarcerated, it has been deemed the responsibility of the local public library to provide book service to them, just as it does to other residents of the area.

The breakthrough has been a slow one. There have been valid objections on the parts of both jail administrative personnel and public library staff members. Jail personnel have contended that many inmates are either illiterate or at least not literate in English, that there would be a cost problem in replacing materials which would inevitably be destroyed, that there was not enough supervisory personnel available, and that library books would make an ideal hiding place for such undesirable contraband as drugs and razor blades. The librarians have had to face the problems of necessarily more strict censorship of materials, anger and resentment caused by interruptions in service because of illness and vacations of supervisory personnel, and the loss and/or destruction of materials by people who have already exhibited less than the usual consideration of public property.

The cooperation between the Kanawha County Public Library and the Kanawha County Jail is an outstanding example of the type of service which can be provided for jail inmates when cooperation is at a high level between the two agencies.

ST. ALBANS BRANCH

Mr. Springer announced that the Board of Directors of the St. Albans Public Library and Recreation, Inc., purchased three parcels of land adjacent to the Bartlett Funeral Home at a cost of $65,000.00. The property measures approximately 150 feet in frontage and 140 feet in depth. The lots, when landscaped, will be used for patron parking.

A gift of $1,245.00 was presented to the Branch by the St. Albans Public Library and Recreation Board of Directors. The money was used to purchase audio-visual materials and equipment.

The West Virginia College of Graduate Studies requested the Kanawha County Public Library and Library Director to provide a field experience for one student during the summer. The student, Mrs. Virginia Morris, a candidate for the Masters of Education Degree, was placed in the Children's Department at the St. Albans Branch during the month of June. Mrs. Morris worked a total of 100 hours to become familiar with the operations of the library and to receive experience in working with children. Her work was outstanding.

Preschool Program (Fall). The Fall Preschool Program began on Wednesday, October 18, and was continued through December 6. Because of the large registration, two sessions were scheduled each Wednesday - one at 10:15 a.m. and the other at 1:15 p.m. A total of 176 preschoolers registered for the program.

The Fall Preschool Program was structured around the "Adventures of Lollipop Dragon," a series of eight sound filmstrips designed to develop certain attitudes in the participants, such as sharing, working together, avoiding litter, kindness to animals, care of property, and taking turns. These attitudes were reinforced through additional stories, games and activities with a seven-foot animated dragon, and other projects.

Written specifications and descriptions (designed as training and implementation guides) were developed by the Branch staff for each program. Each Learning packet included objectives, procedures, activities, materials and preliminary evaluation.

Final attendance figures include the following:

Date	10:15 a.m.	1:15 p.m.	Daily Total
Oct. 18	37	51	88
Oct. 25	34	58	92
Nov. 1	34	65	99
Nov. 8	38	65	103
Nov. 15	37	55	92
Nov. 22	30	46	76
Nov. 29	30	61	91
Dec. 6	33	63	96
Total	273	464	737
Average Daily Attendance	34+	58	92+

Program Cost (Exclusive of personnel[1] and equipment[2])

Supplies	$ 28.97
Dragon Construction Materials	64.31
Filmstrip series	72.50[3]
Total	$165.78

[1]Personnel time required for planning, implementing, and evaluating
[2]Record player and filmstrip projector owned by Library
[3]This cost can be amortized, though for purposes of this report it was not, since the filmstrip series will be used in the future by schools, Head Start programs, and in other in-library and outreach programs.

Using the formulae $\frac{x \text{ (total cost)}}{y \text{ (total attendance)}} = z$ (cost per preschooler per day)

the cost of the program per preschooler per day may be determined as follows:

$$\frac{\$165.78}{737} = \$.2249$$

EXHIBITS

The emphasis on art exhibits in The John V. Ray Room is on One Person Shows, previously referred to as One Man Shows. Like people and times, titles also change. As a matter of record, it should be noted that works of the following artists were exhibited:

Arthur V. Haynes - January and February, 1973
Lucina Keane - March, 1973
Bertha Conaway - April, 1973

After the opening night preview and reception the show generally remains for one month. Arrangements and details are handled by the Allied Artists of West Virginia, whose Kanawha Valley contingency is quite large.

The October, 1972 One Person Art Show in The John V. Ray Room was an exhibit by two talented ladies - Rosa Bradford and Patty Herscher. When asked why she painted, Mrs. Herscher replied, "It's fun. It's mine - I made it." Mrs. Bradford said, "As long as I can remember, I have had the deisre for my hands to coordinate with my mind to fulfill a creative urge. I feel that I am a happier and more effective personality because of my artistic endeavors."

Following is the schedule of exhibits held in both The John V. Ray Room and the 4th floor corridor gallery:

July 1972

(John V. Ray Room) "Art Show" Hazel Swanson and Jan Griffin
(Corridor Art Gallery) "Exhibit of Original Prints" by Ray Harm
Prints courtesy of Dr. H. S. Shapero

August 1972

(John V. Ray Room) "One Man Art Show" Emilee Denkins
(Corridor Art Gallery) Same as July

September 1972

(John V. Ray Room) Same as August
(Corridor Art Gallery) "Exhibit of Original Nature Prints" by
Ray Harm - Collection courtesy of
Dr. H. S. Shapero

October 1972

(John V. Ray Room) Art Exhibit by Rosa Bradford and Patty Herscher

November 1972

(John V. Ray Room) One Man Art Show - Georgeana Ford
(Corridor Art Gallery) Exhibit of rug hooking items (rugs, pictures and hangings done by students of Mrs. Bess McDaniels)

December 1972

(John V. Ray Room) One Man Art Show by Rosalie Johnson

January 1973

(John V. Ray Room) One Man Art Show - paintings and sculpture of Arthur V. Haynes

February 1973

(John V. Ray Room) same as January

March 1973

(John V. Ray Room) "Exhibit of Paintings" by Lucina Keane former Head, Art Department, Morris Harvey College

April 1973

(John V. Ray Room) "Paintings" by Bertha Conaway
(Corridor Art Gallery) "Student Art Show" Exhibit of art by students of Rosa Bradford, Adult Education Art Department, Kanawha County Schools

May 1973

(John V. Ray Room) "24 Works" by Mary L. McMinn
(Corridor Art Gallery) Same as April

June 1973

(John V. Ray Room) "Exhibition of Honor Paintings" First place winners chosen from Adult Education Art Department

FILMS

The Library's Film Festival, made possible by Grant-In-Aid funds, was begun on February 22, 1973 with the showing of the following films:

Our Wife (Laurel and Hardy)
Keeping in Shape (Robert Benchley)
Mabel's Married Life (Charlie Chaplin)
Thrills and Spills (Great Chase Scenes)

The films were shown the second and fourth Thursday of each month beginning February 22 and ending June 7, 1973. Showings were at the Main Library at 3:30 p.m. and in the St. Albans Branch at 8:00 p.m. The public was invited and admission was free at both locations. Response at both locations was very good.

GIFTS

I am pleased to report that The Children's Theatre of Charleston, West Virginia presented a gift of five hundred dollars ($500.00) to the Kanawha County Public Library in honor of Miss Wilma G. Brown, formerly Chief, Children's Librarian. Miss "Library Lady" shared much of her time and enthusiasm with Children's Theatre and was involved in many of its productions. She is remembered with affection by this collection of books devoted to the theatre. The gift was received and acknowledged in April, 1973.

The Library was in receipt of a gift from Mrs. Betty Warner of her watercolor painting entitled, "Dancer Off Stage." The painting will be placed in the Boys and Girls Department.

The Branch is in receipt of a substantial gift of $1,245.00 given by the St. Albans Public Library and Recreation Board to be used to acquire Audio-Visual equipment and materials.

LIBRARY BOARD

Mr. Stone reported that the Library Board Membership Committee recommended that the following persons be nominated as members of the Board of Directors of Kanawha County Public Library, to-wit:

1. Mr. Sydney Kleeman, for a term of six (6) years beginning July 1, 1973.

2. Mr. L. K. Lovenstein, for a term of six (6) years beginning July 1, 1973.

3. Mr. Charles A. Williamson, for a term of six (6) years beginning July 1, 1973.

Resignation - Charles T. Hopkins. The President reported that the Library was in receipt of a letter from Mr. Hopkins. It reads as follows:

"December 5, 1972

"Mr. A. Guy Stone, President
Kanawha County Library
Board of Directors
Charleston, W. Va.

"Dear Guy:

"Please accept this letter as my formal resignation as a Director of the Kanawha County Public Library.

"Since my decision in this matter is irrevocable, I would appreciate action on my resignation no later than the December 12 meeting of the Board.

"Sincerely yours,

"/s/ Charles Hopkins
Charles Hopkins
Executive Vice President"

The Board of Education, at its monthly meeting on January 18, 1973, moved and seconded that the Board approve the nomination of Mrs. Helen Smith, Dunbar, West Virginia, to fill the unexpired term of Charles T. Hopkins on the Library Board of the Kanawha County Public Library. The term expires June 30, 1974.

Library Board Membership Committee. Mr. Hopkins presented the following report of the Committee and submitted the name of Forest Jackson Bowman of Charleston, West Virginia, to fill the unexpired term of Harold F. Hartman, who was transferred to Oak Ridge, Tennessee.

"June 23, 1972

"Mr. President,

"Members of the Board of Directors:

"The Nominating Committee wishes to present a name today to fill the vacancy now pending on the Board of Directors.

"Speaking for the Committee, I wish to recommend that the Board submit the name of Mr. Forest Bowman to the Kanawha County Board of Education for approval as a Director to fill the vacancy.

"Mr. Bowman is the Executive Director of the West Virginia State Bar. Formerly, he served as Executive Secretary of the West Virginia Workman's Compensation Fund. In 1969, he was a special assistant to Governor Arch Moore.

"A veteran of army service, he was honorably discharged with the rank of Captain in 1967.

"Mr. Bowman is a graduate of West Virginia University where he won numerous academic honors.

"He is a member and Elder of the Oakhurst Presbyterian Church; various Masonic bodies; the West Virginia State Bar; the West Virginia Bar Association; and the American Bar Association.

"Mr. Bowman is a published author having contributed many articles dealing with incidents of the Civil War to the Civil War Illustrated, a magazine published at Gettysburg, Pennsylvania.

"I assure the Board that he will make a distinguished director for the Kanawha County Library.

"Therefore, I move this report to be accepted and Mr. Bowman's name be submitted to the Board of Education for approval."

"/s/Charles Hopkins, Chairman
Charles Hopkins

/s/ John V. Ray, Member
John V. Ray

/s/ Mrs. Wilson Anderson, Member
Mrs. Wilson Anderson"

Auditor Appointment Certificate. The firm of Arnett, Perkins and Foster, certified public accountants, was appointed by the State Tax Commissioner to conduct the post-audit of Kanawha County Public Library for the period ending June 30, 1972.

Library Survey. Mr. Springer, Acting-Chairman, reported that the Budget Committee met on March 8, 1973 to consider the business of the Scientific Survey previously authorized by the Library Board at its meeting held on August 8, 1972. The Budget Committee, he said, recommends adoption of the following resolution:

> RESOLVED, That the Scientific Survey of the library operations as previously authorized by the Library Board of Directors be limited, for the time being, to (i) the salaries paid, (ii) the size of the staff and (iii) the efficiency of the routine operations of the library; and,
>
> RESOLVED FURTHER, That the expenditures in connection with the survey not exceed $3,000.00, unless otherwise ordered by the Board; and,
>
> RESOLVED FURTHER, That the balance of the grant, to-wit, the sum of $15,430.00 be expended to purchase books if the said sum or a part thereof is not required for the said survey before the grant lapses.

Gazette Survey - May 1973. In many years of polling by the Gazette in Kanawha County, the highest rating ever attained by an institution or individual in a survey of this type was an 82 scored by the Kanawha County Public Library. Moore's grade in the recent Gazette Poll was the second highest and among only a few passing marks in the poll's history. The legislature's grade was among the lowest.

Personnel Committee. Dr. Wallace, speaking for the Personnel Committee, described the innovative Employer-Based Career Education Program developed by the Appalachian Education Laboratory in cooperation with local school and college officials. The project, he said, is designed to help the high school senior and potential drop-out decide what to do with his life. The Kanawha County Public Library has been invited to participate in the program. Following the presentation and discussion, it was moved by Dr. Wallace, seconded by Mr. Anderson, that the Kanawha County Public Library become a participant in the Employer-Based Career Education Program.

Mr. Snyder, Chairman, reported that the Kanawha County Board of Education adopted recently a personal leave policy which would grant a day's personal leave to each full-time employee. Mr. Snyder stated that the guidelines for the personal leave were noted as follows:

1. Personal leave is not cumulative.
2. Personal leave may not be used the day before or the day after a library holiday.
3. Personal leave may be used only for the following reasons:
    a. Illness of a family member.
    b. Graduation ceremony of employee or member of employee's immediate family.
    c. Attendance at court hearings and trials if employee is involved as plaintiff, defendant, or witness.
    d. Physical examinations and hearings for armed services.
    e. Observances of religious holidays.
    f. Emergencies (must be true emergencies - not hunting, fishing, hair appointment, et cetera).

Mr. Snyder reported, also, that the West Virginia Public Employees Insurance Program which was enacted by a special session of the Legislature, April 1972, extended coverage to employees of Boards of Education which included employees of the Kanawha County Public Library. The program is expected to begin by October, 1972. Premium costs are paid as follows: 70% by the state and the remaining 30% by the employee. After discussion, upon motion by Mr. Ray, seconded by Dr. Riggleman, it was unanimously

> RESOLVED, That the Library employees be encouraged to participate in the West Virginia Public Employees Insurance Program according to the policy established by the Kanawha County Board of Education.

A total of 49 employees from an eligibility list of 60 have enrolled. The remainder chose not to participate because some member of their family had sufficient coverage. Insurance cost is based on annual remuneration.

Health and hospital benefits are covered by Blue Cross and Blue Shield and life insurance portion (which is a part of the insurance package) is underwritten by the Equitable Life Assurance Society of the United States.

STAFF

Personnel changes were made which involved the following people:

Mrs. Sue Stephenson, previously an enrollee in our Public Library Trainee program and more recently a graduate of Florida State University School of Library Science, became Circulation Librarian effective September 1, 1972.

Mr. Springer reported that Mrs. Doris B. Walker, Chief Processing Librarian, had resigned effective February 16, 1973. He stated that the Library Director had investigated the possibility of a successor. Mr. Springer then reviewed the personal and professional qualifications of Mrs. Annie Liu,

Processing Librarian. After discussion, upon motion by Mr Ray, seconded by Dr. Riggleman, it was unanimously resolved that Mrs. Annie Liu, Processing Librarian, be promoted to Chief Processing Librarian, effective March 1, 1973.

The appointment of Mrs. Liu as Chief, Catalog Librarian, and transfer of Mrs. Stephenson from Circulation Department to Catalog Department generated enthusiasm and improvement of daily tasks.

Miss Frances Hubbard, another of our Public Library Trainees and a graduate of Atlanta University Library School, began her duties as Branch Children's Librarian on September 1, 1972.

Mrs. Clara Hampton, a member of the Circulation Department Staff since November, 1971, was transferred to the Extension Department effective October 1, 1972 where she will become librarian-in-charge of Services to the Aged and Handicapped Readers. Her position in the department will be filled by Mr. Charlton Smith.

Wilma Grace Brown's Retirement. Mr. Stone spoke of retirement years and presented Miss Brown, Chief, Children's Librarian, with a framed, hand lettered plaque from the Library Board of Directors which reads as follows:

WILMA GRACE BROWN
KANAWHA COUNTY PUBLIC LIBRARY
1944-1972
FOR LONG AND FAITHFUL SERVICE

(SIGNED)
A. GUY STONE, PRESIDENT

(SIGNED)
JOHN V. RAY, MEMBER, BOARD OF DIRECTORS

(SIGNED)
NICHOLAS WINOWICH, LIBRARY DIRECTOR

AUGUST 8, 1972

Miss Brown served both children and their parents with untiring devotion and enthusiasm. For twenty-eight years she served this institution well and respresented it with dedication and distinction.

The Library Director was elected Vice-President, Board of Directors, Middle Atlantic Regional Library Federation. This is an organization representing library associations of West Virginia, Pennsylvania, New Jersey, New York, Maryland, Delaware and District of Columbia.

Staff Author. I was pleased to announce that Miss Evelyn Coskey, Extension Department librarian since June, 1964, is the author of a book published by Abingdon Press. EASTER EGGS FOR EVERYONE became available for purchase on January 8, 1973. The publisher's catalog described the book and writer as follows:

> There's more to Easter egg decorating than dip to dye! And this unusual collection of fun, facts, and folklore proves it! This is the book which proves that you don't have to be an artist to produce a beautiful Easter egg decorated with everything from pearls to papier-mache. Beginning with the bewitching legends which surround the egg, an ancient symbol of the universe, the author moves on to simple, easy-to-follow directions for decorating eggs - equipment, dyes, simple and elaborate decorative materials, collage, and carvings. Everyone from five years to 105 (and over) will enjoy the involvement of working on a personal project of egg creations. They can be used for table decorations, parties, games, other holiday decorations, and for the pure fun of it! Included are 16 pages of photographs and drawings in full color, plus numerous ones in black and white. Drawings are by Giorgetta Bell.
>
> What about the author?
>
> Evelyn Coskey credits her love of crafts to her Polish grandfather. She often searches for unusual handicrafts in Europe, the fertile source of some of the information in EASTER EGGS FOR EVERYONE. She provides information for a wide variety of people: teachers on all levels from pre-school to college, craft leaders, Scout workers, workers with the retarded, etc. In between time spent as an extension librarian in Charleston, West Virginia, she writes feature articles for newspapers and trade journals and reviews books.

Miss Coskey received a Certificate of Award from Printing Industries of America. The presentation was made to her, the publisher and the designer because it was the Association's desire "to recognize and honor those responsible for the design, creation and production of printed material of outstanding merit and distinction."

The reviews of Miss Coskey's book, if graded on a scale of favorable, unfavorable and mixed, have been favorable. The New York Times Book Review, for example, called it a "definitive egg book" and its reviewer said that "Evelyn Coskey has made Easter Egg art the craft I would like to master." The Horn Book Magazine, a periodical devoted to Children's Literature and reading, identified the Coskey book as an "extensive compendium of information about Easter eggs."

Respectfully submitted,

Nicholas Winowich
Director

STATISTICAL REPORT

July 1, 1972 - June 30, 1973

Population served: 229,515
Opened to the public June 3, 1909. First library located in the Y.M.C.A. Building on Capitol Street.

AGENCIES

Main Library	1
Mobilibrary (64 winter scheduled stops) (72 summer scheduled stops)	1
Branch	1
Deposit Collections	446
Schools	33
Collections delivered - 446 juvenile	
Other Agencies	10
Collections delivered - 13 adult and juvenile	
Other School Stations	72
(Books borrowed by teachers from Boys and Girls Department and Mobilibrary) 12,036	
Collections lent - 332	

BOOK CIRCULATION

	1972/73	1971/72
Borrowed from Main Library		
Boys and Girls Department	159,155	204,026
Circulation Department	150,231	162,317
	309,386	366,343
Borrowed from Extension Department		
Mobilibrary	101,014	115,753
Deposit Collections	234,431	214,536
	335,445	330,289
Borrowed from St. Albans Branch		
Adult	42,074	38,144
Juvenile	58,862	69,548
	100,936	107,692

	1972/73	1971/72
Borrowed from Dunbar Public Library		
Adult	5,690	5,593
Juvenile	9,334	9,977
	15,024	15,570
Borrowed from Nitro Public Library		
Adult	3,269	887
Juvenile	6,938	1,125
	10,207	2,012
Borrowed from South Charleston Public Library		
Adult	56,240	41,341
Juvenile	43,962	46,514
	100,202	87,855
TOTAL CIRCULATION - Volumes	871,200	909,761

BOOK STOCK

Number of volumes at the end of the year	350,932	337,073
Number of volumes added	17,689	25,770
Number of volumes withdrawn	3,830	8,668
Number of periodicals	577	465
Number of newspapers received	53	47

REGISTRATIONS

Total number of registered borrowers	43,480	45,083
Total number of registered borrowers during year	14,527	14,276

AUDIO VISUAL MATERIALS

Microfilm Reader	6
Record Player	3
Phonograph Record Albums	762 titles - 1524 discs
Motion Picture Films	23
(Indefinite loan to Kanawha County Public Library)	
Microfilm (reels)	3,612
Phonograph Records Circulated	9,978

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

AUGUST 14, 1973

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on August 14, 1973 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mr. Anderson
Mrs. Anderson
Mr. Bowman
Mrs. Brown
Dr. Harper
Mr. Lovenstein
Mr. Snyder
Mr. Springer

Mr. Stone, President, presided. The Secretary reported that a quorum was present. The minutes of the July 6, 1973 meeting were approved.

Correspondence. The Library Director read the following letter:

"To the Kanawha County Library Board:

"I just had to write and tell you how very much I enjoy the Bookmobile coming to Carroll Terrace, where I have lived since it opened.

"I became very ill in June, 1970. My Dr. said 'No work absolutely!' The long hard pull to recuperate and adjust to another way of living was hard.

"I have always read a lot and was trying to find a way to get to the Library because of the steps. I soon discovered the way through the back, but most of all the Bookmobile started coming to Carroll Terrace. I call and request books and everyone I talk to are wonderful. I needed a book on old automobiles for a needlepoint project. I never saw so many books and pictures on this subject.

"I have tried to tell all these people here in our Building to use the Bookmobile, all about the large print, etc.

"I could write on and on, but it would all be centered on the beautiful outlook on life I now have, even though it is hard for me to get around; the aches and pains seem to be in the background; I know they're there but don't let it get the best of me -

"Thanks again for the Bookmobile and all the wonderful people working with it."

/s/ Della K. Mickel
"Della K. Mickel"

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of July, 1973. This period, he said, might best be characterized as hectic. There were nine resignations including three librarians, four clericals and two custodians. In addition, the mobilibrary driver and one custodian were scheduled for retirement. However, with the availability of knowledgeable and talented replacements including lots of luck, recruitment was little or no problem.

Afterwards, the report was accepted and ordered filed.

Approval of Bills. The Library Director submitted Book Bills List No. 194 and General Bills List No. 194 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Lovenstein, seconded by Mr. Snyder and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 193, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Lovenstein, seconded by Mr. Snyder, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Services to the Community Committee - Instant Library, Clendenin, West Virginia. Mr. Springer, Chairman, reported that members of his committee met with representatives of Clendenin on July 25, 1973 in the Library Board Room to consider an Instant Library installation for Clendenin, West Virginia. Discussion included cost of installation and operation, possible building sites, revenue sharing and gifts. It was agreed, he said, to hold a series of meetings for the purpose of resolving problems and making recommendations. Mr. Springer announced that the next meeting would be held on September 4, 1973 in Clendenin at 7:30 p.m. There was discussion afterwards.

Statewide Borrower's Card. Mr. Springer reported that the West Virginia Library Commission proposed to issue a Statewide Borrower's Card to residents of West Virginia who have access to little or no public library service. He read a letter from Mr. Frederic J. Glazer, Director, explaining the program and exhibited a sample card. Discussion followed. Afterwards, upon motion made by Mr. Springer and seconded by Mr. Bowman, it was unanimously

RESOLVED, That the Kanawha County Public Library participate in the West Virginia Library Commission Statewide Borrower's Card Program.

Budget Committee - Grant-In-Aid, 1973/1974. Mr. Springer, Chairman, Budget Committee, reported that the Kanawha County Public Library is scheduled to receive $45,903.00 of Grant-In-Aid funds made available through the West Virginia Library Commission for fiscal year 1973/1974. Mr. Springer stated that he would meet with the Library Director to discuss proposed expenditures. He reported also that a budget committee meeting would be held later to consider proposals and to make recommendations to the Library Board.

West Virginia Public Employees Insurance Program. Mr. Bowman stated that he had been asked by the Chairman to examine the status of the West Virginia Public Employees Insurance as it relates to the employees of the Kanawha County Public Library. Monthly premium costs, he said, are scheduled to be shared by the State (70%) and employees (30%). There seems to be some question regarding the State's share. A definitive report will be made at a subsequent meeting of the Library Board or as-soon-as the matter has been resolved. There was discussion afterwards.

Personnel Committee. Mr. Snyder, Chairman, reported that Miss Frances Hubbard, Branch Children's Librarian; Mrs. Clara Hampton, Extension Librarian; and Mrs. Jacqueline Sue Stephenson, Processing Librarian, had resigned effective September 1, 1973. He stated that the Library Director had investigated the possibility of a successor for each of the positions. Mr. Snyder then reviewed the personal and professional qualifications of Mrs. Alice Devers, Mr. Joel Stern and Mrs. Shirley Smith respectively. After discussion, upon motion by Mr. Snyder, seconded by Mr. Lovenstein, it was unanimously

RESOLVED, That Mrs. Alice Devers be employed as Branch Children's Librarian, effective September 1, 1973 at an annual salary of $8,464.00; and

RESOLVED FURTHER, That Mr. Joel Stern be employed as Extension Librarian, effective September 1, 1973 at an annual salary of $8,464.00; and

RESOLVED FURTHER, That Mrs. Shirley Smith be employed as Processing Librarian at an annual salary of $8,464.00.

Motion carried.

NEW BUSINESS

Standing Committee Assignment. The President reported that Standing Committee Assignments have been made for 1973/1974. A list was distributed to each member present. A copy will be filed with the minutes of this meeting and a copy will be mailed to each member of the Library Board.

Middle Atlantic Regional Library Federation. Mr. Stone reported that a meeting of the Board of Directors of the Middle Atlantic Regional Library Federation, Inc., of which the Library Director is Vice-President, is scheduled to be held in Philadelphia, Pennsylvania, on August 16-17, 1973.

Upon motion by Mr. Snyder, seconded by Dr. Harper, the following resolution was adopted:

RESOLVED, That the Library Director be authorized to attend the meeting of the Middle Atlantic Regional Library Federation, Inc., to be held in Atlantic City, New Jersey, on August 16-17, 1973 and that his expenses not to exceed $200.00 be paid.

Motion carried.

West Virginia Library Association Conference. The President stated that the West Virginia Library Association would hold its 58th Annual Conference on September 27-29, 1973 in Wheeling, West Virginia. Upon motion by Mr. Anderson and seconded by Mr. Snyder, it was unanimously

> RESOLVED, That the expenses up to $300.00 for the Director and three staff members be paid for attendance at the West Virginia Library Association Annual Conference, September 27-29, 1973 to be held in Wheeling, West Virginia.

Motion carried.

There being no further business, the meeting on motion adjourned.

A Guy Stow
President

Nicholas Winnick
Secretary

BOARD OF DIRECTORS

KANAWHA COUNTY PUBLIC LIBRARY

STANDING COMMITTEES

1973/1974

Book Committee

Brown, Mrs. Benjamin B., Chairman
Anderson, Mr. L. T.
Bowman, Mr. Forest J.
Maurice, Mr. John D.
Riggleman, Dr. Leonard
Smith, Mrs. Joseph
Wallace, Dr. William J. L.

Budget Committee

Springer, Mr. Donald F., Chairman
Anderson, Mr. L. T.
Bowman, Mr. Forest J.
Jacobson, Mr. Bernard H.
Lovenstein, Mr. L. K.
Ray, Mr. John V.
Snyder, Mr. Walter F.

Building and Grounds Committee

Lovenstein, Mr. L. K., Chairman
Anderson, Mrs. Wilson
Harper, Dr. O. M.
Springer, Mr. Donald F.
Williamson, Mr. Charles

Finance Committee

Ray, Mr. John V., Chairman
Jacobson, Mr. Bernard H.
Stone, Mr. A. Guy
Thomas, Mr. L. Newton

Insurance Committee

Kleeman, Mr. Sydney M., Chairman
Harper, Dr. O. M.
Thomas, Mr. L. Newton

Gifts, Bequests and Endowment

Anderson, Mrs. Wilson, Chairman
Brown, Mrs. Benjamin B.
Maurice, Mr. John D.
Thomas, Mr. L. Newton
Williamson, Mr. Charles

Personnel Committee

Snyder, Mr. Walter F., Chairman
Anderson, Mrs. Wilson
Kleeman, Mr. Sydney M.
Riggleman, Dr. Leonard
Wallace, Dr. William J. L.

Services To The Community Committee

Springer, Mr. Donald F., Chairman
Anderson, Mr. L. T.
Bowman, Mr. Forest J.
Harper, Dr. O. M.
Kleeman, Mr. Sydney M.
Smith, Mrs. Joseph
Wallace, Dr. William J. L.

BOARD OF DIRECTORS

KANAWHA COUNTY PUBLIC LIBRARY

COMMITTEE ASSIGNMENTS

1973/1974

Name	No. of Committees	Committee Assignments
Anderson, L. T.	3	Book - Budget - Service
Anderson, Mrs. Wilson	3	Building and Grounds - Personnel - Gifts, Bequests and Endowment
Bowman, Forest J.	3	Book - Budget - Service
Brown, Mrs. Benjamin B.	2	Book - Gifts, Bequests and Endowment
Harper, Dr. O. M.	3	Building and Grounds - Insurance - Service
Jacobson, Bernard H.	2	Budget - Finance
Kleeman, Sydney M.	3	Personnel - Service - Insurance
Lovenstein, L. K.	2	Budget - Building and Grounds
Maurice, John D.	2	Book - Gifts, Bequests and Endowment
Ray, John V.	2	Budget - Finance
Riggleman, Dr. Leonard	2	Book - Personnel
Smith, Mrs. Joseph	2	Book - Service
Snyder, Walter F.	2	Budget - Personnel
Springer, Donald F.	3	Budget - Building and Grounds - Service
Thomas, L. Newton	3	Finance - Gifts, Bequests and Endowment - Insurance
Wallace, Dr. William J. L.	3	Book - Personnel - Service
Williamson, Charles	2	Building and Grounds - Gifts, Bequests and Endowment

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

SEPTEMBER 11, 1973

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on September 11, 1973 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mr. Anderson
Mr. Bowman
Mrs. Brown
Mr. Ray
Dr. Riggleman
Mrs. Smith
Mr. Springer

Mr. Stone, President, presided. The Secretary reported that a quorum was present. The minutes of the August 14, 1973 meeting were approved.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of August. Comments and discussion included the following:

1. Jail Library Service, which was scheduled to begin in June, 1973, has been delayed until October. Other priorities, including a voluminous mailing of tax receipts seemed to interfere. We are confident, however, that an extension of library service along with other intentions will develop and soon.

2. Miss Evelyn Coskey, Extension Librarian and the author of Easter Eggs for Everyone, was informed that her book was in its second printing. She was pleased with its acceptance and success.

3. Mrs. Alice Devers, Mrs. Shirley Smith and Joel Stern were appointed to the professional staff effective September 1, 1973. Mr. Stern was the

subject of an interesting and informative article which appeared in the Charleston Gazette on September 6, 1973. The thrust of the article, a mid-career change, generated a number of inquiries and comments from telephone callers and visitors.

Approval of Bills. The Library Director submitted Book Bills List No. 195 and General Bills List No. 195 duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mr. Ray and duly adopted, it was ordered that the bills set out the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 194, duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mr. Ray, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Services to the Community Committee - Instant Library, Clendenin, West Virginia. Mr. Springer, Chairman, reported that the Library Director, Dr. Harper and he met on September 4, 1973 in Clendenin, West Virginia with representatives of the Community including Mayor Rucker and several members of City Council to consider an Instant Library installation, land acquisition, building and operational costs, branch status, Library Commission support and funding, and public and private solicitation. On September 10, 1973, Mr. Springer said, the Library Director, Mr. Fred Glazer, Executive Secretary, West Virginia Library Commission met with Mrs. Lucille Gillespie of Clendenin and viewed several parcels of land suitable for an Instant Library Installation.

Mr. Springer announced that meetings with local representatives would continue and that the Library Board would be informed. There was discussion afterwards.

Appalachian Adult Education Center. Mr. Springer, Chairman, reported that Miss Evelyn Coskey, Extension Librarian, has been invited by the Center to participate in a training program on public library servicesfor disadvantaged adults. The project is funded by the United States Office of Education, Bureau of Libraries and Learning Resources in cooperation with Morehead State University. Meetings are scheduled to be held at AAEC's site in Huntington, West Virginia. Following discussion, upon motion by Mr. Ray, seconded by Dr. Riggleman, it was moved and unanimously

> RESOLVED, That Miss Evelyn Coskey, Extension Librarian, be authorized to attend the meetings of the Appalachian Adult Education Center and that her expenses not to exceed $100.00 be paid.

Motion carried.

UNFINISHED BUSINESS

West Virginia Public Employees Insurance Program. Mr. Bowman reported that he had reviewed the status of the insurance program of the library employees under the West Virginia Employee Insurance Program. He said he spoke with Mr. Robert Slack of the West Virginia Employee Insurance Board and was informed that since Kanawha County Public Library does not receive its money from the General Fund of the State of West Virginia, the Kanawha County Public Library, as employer, is obligated to make a contribution of 70% to the insurance program. Mr. Ray suggested that the Library Board get a legal opinion from the Attorney General and also suggested that the matter

be referred to the Budget Committee. The regular meeting was recessed in order for the Budget Committee to meet and to discuss the insurance program and expenditure of Grant-In-Aid funds. The following members of the Budget Committee were present: Mr. Springer, Chairman, Mr. Anderson, Mr. Bowman and Mr. Ray. The Budget Committee then held a short meeting. Afterwards, the regular board meeting resumed. Mr. Springer, Chairman of the Budget Committee, reported that the Library would receive $45,903.00 in Grant-In-Aid funds for the fiscal year 1973/1974. The Committee recommended that the following expenditures be made:

SALARIES		
Children's Branch Librarian	$8,464.00	
Children's Librarian Consultant	2,100.00	
Government Documents Librarian	2,100.00	
Substitute Librarians	4,500.00	$17,164.00
WEST VIRGINIA EMPLOYEE INSURANCE PROGRAM		18,000.00
TOTAL		$35,164.00

Upon motion by Mr. Ray, seconded by Mr. Bowman, it was unanimously

RESOLVED, That the proposal on Grant-In-Aid expenditures of $17,164.00 be authorized as reported by the Budget Committee and that a sum of $18,000.00 be set aside for the purpose of making payment to the West Virginia Employee Insurance Program if the opinion of the Attorney General is unfavorable.

Motion carried.

NEW BUSINESS

Governor's Conference on Public Libraries. Mrs. Brown reported that the Library Director and she had attended an introductory meeting at the West Virginia Library Commission on September 7, 1973 regarding the first

"Governor's Conference on Public Libraries." She cited the following information:

1. The all-day conference was scheduled to be held on Monday, October 8, 1973 at the Charleston Civic Center.

2. Governor Moore would deliver the key-note address.

3. Mr. Edwin Newman of NBC would speak and serve as host.

4. Invitations have been mailed to 8,000 persons.

5. THEME: Better Libraries for a Better World.

6. Bus transportation, lunch and parking at the Civic Center are free.

7. Nearly 600 names were suggested by our Library.

8. A reception will be held at the Capitol Rotunda from 6-8 p.m.

9. Members of the Library Board are encouraged to attend.

After some discussion, upon motion by Mrs. Brown, seconded by Mr. Ray, it was unanimously

RESOLVED, That the Library Director be authorized to send a letter to the Governor of the State of West Virginia expressing the Library Board's appreciation for his interest in libraries.

Motion carried.

Middle Atlantic Regional Library Federation. The President stated that the Middle Atlantic Regional Library Federation Conference would be held in Atlantic City, New Jersey on October 24-27, 1973. Upon motion by Mr. Ray, seconded by Mr. Anderson, it was unanimously

RESOLVED, That the expenses up to $600.00 for the Library Director and two staff members be paid for attendance at the Middle Atlantic Regional Library Federation Conference, October 24-27, 1973.

Motion carried.

There being no further business, the meeting on motion adjourned.

C. Gary Stone
President

Nicholas Winowich
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

OCTOBER 9, 1973

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on October 9, 1973 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mr. Anderson
Mrs. Anderson
Mr. Bowman
Mrs. Brown
Dr. Harper
Mr. Lovenstein
Mr. Ray
Dr. Riggleman
Mrs. Smith
Dr. Wallace

Mr. Stone, President, presided. Miss Ammar acted as Secretary in the absence of the Library Director and reported that a quorum was present. The minutes of the September 11, 1973 meeting were approved.

Library Director's Monthly Report. The President said that the Library Director's report would be mailed with the minutes of this meeting.

Approval of Bills. The Acting Secretary submitted Book Bills List No. 196 and General Bills List No. 196 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Lovenstein, seconded by Mr. Anderson, and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Acting Secretary submitted Special Funds List No. 195, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Lovenstein, seconded by Mr. Anderson, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Services to the Community Committee. In the absence of Mr. Springer, Chairman, Mr. Bowman reported that copies of "A Study of Kanawha County Public Library, Charleston, West Virginia as limited and prescribed by the Library's Board of Trustees," and "Task Analysis Questionnaires," prepared by Frank B. Sessa and Hoyt R. Galvin were received. Mr. Bowman then distributed copies to the members present and requested that copies be mailed to the members who were absent. After discussion, upon motion by Mr. Ray, seconded by Mr. Lovenstein, the following resolution was adopted:

> RESOLVED, That the report prepared by Frank B. Sessa and Hoyt R. Galvin be set down for a special order of business at the next meeting of the library board.

UNFINISHED BUSINESS

West Virginia Public Employees Insurance Program. Mr. Bowman reported that he obtained a copy of an opinion of the Attorney General, affecting employees of Kanawha County Public Library, which held that the Board of Regents and not the State of West Virginia was required to pay the proportionate share of the premium cost of those employees of the West Virginia University Medical School participating in the West Virginia Public Employees Insurance Program.

He said that since Kanawha County Public Library was not financed from general revenue funds of the state it would appear that the Library would be required to pay the proportionate share of premium cost for its employees that the state would otherwise pay. Mr. Bowman recommended that the opinion of the Attorney General be attached to the minutes of this meeting and that a copy be mailed to each member of the Library Board.

Governor's Conference on Public Libraries. Mrs. Brown reported that approximately 2,000 people were in attendance at the First Governor's Conference on Public Libraries which was held on October 8, 1973 at the Civic Center in Charleston. The theme of the conference was "Better Libraries for the Better Life." Speakers included Governor Moore and Mr. Edwin Newman of NBC News. Kanawha County Public Library, she said, was designated by one of the panelists at the afternoon session as being an example of an outstanding institution. Other members of the Library Board, who attended, commented favorably on the conference. There was discussion afterwards.

NEW BUSINESS

Evelyn Coskey's Resolution. Mr. Stone read the resolution adopted by the West Virginia Library Association honoring Miss Evelyn Coskey, Author and Extension Librarian. Upon motion of Mr. Ray, seconded by Mr. Lovenstein, it was moved that a copy of the resolution be spread upon the minutes of this meeting:

> "WHEREAS, Evelyn Coskey, author and Extension Librarian at the Kanawha County Public Library, and

"WHEREAS, While serving as librarian in Kanawha County, she published her first book, Easter Eggs for Everyone, and

"WHEREAS, this book has received wide acclaim throughout West Virginia and the nation:

"THEREFORE BE IT RESOLVED: That the West Virginia Library Association at its annual convention assembled, on the twenty-eighth day of September, 1973, by unanimous acclaim does recognize her outstanding contribution to the State of West Virginia and to the profession,

"RESOLVED FURTHER, that a copy of this resolution be sent to the Kanawha County Public Library Board of Directors, Charleston, West Virginia, and to the recipient."

Salvation Army Request. Mr. Stone reported that he had received a request from Brigadier Warren Fulton of the Salvation Army for the use of the library steps and plaza ten days before Christmas. After discussion, Mr. Lovenstein suggested that an application form for the use of the Library Steps and Plaza be mailed to Brigadier Fulton.

There being no further business, the meeting on motion adjourned.

A G Stone
President

Lorena Ammar
Acting Secretary

STATE OF WEST VIRGINIA
OFFICE OF THE ATTORNEY GENERAL
CHARLESTON 25305

CHAUNCEY H. BROWNING JR
ATTORNEY GENERAL

May 10, 1973

Prince B. Woodard, Chancellor
West Virginia Board of Regents
1316 Charleston National Plaza
Charleston, West Virginia 25301

Dear Dr. Woodard:

We are in receipt of your letter of February 9, 1973, which reads, in part, as follows:

> "The Board of Regents requests an opinion from you regarding the payment of health insurance premiums for the University Medical Center staff.
>
> "The issue concerns the payment of the 70 per cent share of the premium which the State provides for all employees. The Public Employees Insurance Board has held that since the Medical Center funding is in a special account, the insurance premiums must be met as insurance costs for other special accounts are met; that is, through the resources of those accounts. However, of the operating budget for the Medical Center during the current fiscal year of $21,661,975, an estimated $5,700,000 is income from the Soft Drink Tax and $5,951,975 comes from a general fund appropriation.
>
> "The Board of Regents believes the State should defray the 70 per cent premium contribution for the employees at the Medical Center as it does other employees. The only way the Medical Center can obtain additional funds to defray the insurance payment estimated at $31,000 per month is to increase hospital charges."

The pertinent Code provision of the Public Employees Insurance Act is provided in Code 5-16-13, as amended by Chapter 2, Acts of the Legislature, First Extraordinary Session, 1972, which reads, in part, as follows:

> "The Legislature shall appropriate annually from the general revenue fund such sums as may be required to pay the state's proportionate share of the premium costs of those spending units operating from the general revenue fund, and each spending unit operating from special revenue funds, or federal funds, or both, shall pay to the board their proportionate share of premium costs from their personal services budget."

Code 5-16-15, as amended by Chapter 2, Acts of the Legislature, First Extraordinary Session, 1972, reads, in part, as follows:

> "The Legislature shall annually appropriate such sums as may be necessary to pay the proportionate share of the administrative costs for the state as an employer, and each division, agency, board, commission or department of the state which operates out of special revenue funds or federal funds or both shall pay its proportionate share of the administrative costs of the insurance plan or plans authorized under the provisions of this article."

A special medical school fund was established by the Legislature in 1951 to maintain and operate the Medical School by an excise tax on all bottled soft drinks, by Code 11-19-2, which reads, in part, as follows:

> "All revenue collected by the commissioner under the provisions of this article, less such costs of administration as are hereinafter provided for, shall be paid by him into a special medical school fund, which is hereby created in the State treasury, to be used solely for the construction, maintenance and operation of a four-year school of medicine, dentistry and nursing, as otherwise provided by law."

The special medical school fund was supplemented by fees and charges at the Medical Center by Code 18-11-4b, which reads as follows:

> "The board of governors of West Virginia University shall have authority to collect from patients at the West Virginia University medical center such hospital, clinic, laboratory and other fees and charges as may be fixed by the board from time to time. All such fees and charges collected at the medical center shall be paid into the special medical school fund heretofore created in the state treasury under the provisions of section two [§ 11-19-2], article nineteen, chapter eleven of this Code, and shall be used solely for the construction, maintenance and operation of the medical center."

Code 18-11-4c provides that the proceeds from rental or sale of equipment and other supplies shall be paid into the medical school fund, and reads as follows:

> "The board of governors of West Virginia University shall have authority to operate at the medical center supply rooms for the sale or rental of equipment to students, faculty, and university departments and for the furnishing to students, faculty, and university departments, medical, dental and pharmaceutical supplies and laundry and other services. The board shall have authority to fix the prices and charges to be collected for the sale, rental or furnishing of such equipment, supplies and services. Payment by the board of governors for the purchase of such equipment, supplies and services shall be made from the special medical school fund heretofore created in the state treasury under the provisions of section two [§ 11-19-2], article nineteen, chapter eleven of this Code, and all moneys collected under the authority of this section shall be paid into the special medical school fund and shall be used solely for the construction, maintenance and operation of the medical center."

Code 18-11-4d provides that all tuition fees collected shall be paid into the special medical school fund, and reads as follows:

> "All tuition fees collected at West Virginia University medical center from students in the schools of medicine, medical technology, dentistry, dental technology, nursing, and pharmacy, together with all special tuition and registration fees charged for postgraduate short courses, institutes, and seminars conducted by the medical center, shall be paid into the special medical school fund heretofore created in the state treasury under the provisions of section two [§ 11-19-2], article nineteen, chapter eleven of this Code, and shall be used solely for the construction, maintenance, and operation of the schools of medicine, medical technology, dentistry, dental technology, nursing, and pharmacy."

From the foregoing statutory provisions, it is clear that the special medical school fund is a special revenue fund provided for the maintenance and operation of the Medical School and the Medical Center, and is a special revenue fund as contemplated by the above-cited provision of Code 5-16-13.

We are, therefore, of the opinion that the Board of Regents, as the employer of the State employees at the Medical School and Medical Center, is obliged to pay the proportionate share of premium costs of those employees whose salaries are paid from the special medical school fund, from their personal services budget to the Public Employees Insurance Board.

Very truly yours,

CHAUNCEY H. BROWNING, JR.
Attorney General

By Cletus B. Hanley Deputy
CLETUS B. HANLEY

CBH:bjm

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

NOVEMBER 13, 1973

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on November 13, 1973 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mrs. Anderson
Mr. Bowman
Mrs. Brown
Dr. Harper
Mr. Lovenstein
Mr. Ray
Mr. Springer

In the absence of the President who could not remain for the meeting because of a previous and urgent commitment, Mr. Lovenstein presided. The Secretary reported that a quorum was present. The minutes of the October 9, 1973 meeting were approved.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of October, 1973. Included were the following:

1. Book Stock totaled 352,179 volumes.

2. The annual bookmark design contest, sponsored by the Extension Department to promote reading and use of the public library among children, attracted nearly 100 boys and girls. Several award winning bookmarks were exhibited which will be reproduced on our offset duplicator and used by all lending departments.

3. The air conditioning equipment received post-summer maintenance and is available for operation and comfort beginning with the advent of Spring-like weather in '74.

4. The gas-fired boilers (2) continue to receive attention for the purpose of providing the building and its people with an efficient and safe operating heating plant.

Afterward's the Library Director's report was accepted and ordered filed.

Approval of Bills. The Library Director submitted Book Bills List No. 197 and General Bills List No. 197 duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Dr. Harper and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 196, duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Dr. Harper, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Services to the Community Committee. Mr. Springer, Chairman, reported that copies of A Study of Kanawha County Public Library...and Task Analysis Questionnaires, submitted by Frank B. Sessa and Hoyt R. Galvin had been mailed to each Library Board member. Mr. Springer suggested that the survey be referred to a special committee of the Library Board and that the committee report its findings to the Library Board at the next regularly scheduled meeting to be held on December 11, 1973.

Following discussion, upon motion by Mr. Springer, seconded by Mr. Bowman, it was unanimously

RESOLVED, That a special committee be appointed to study the report as prepared by Dr. Frank B. Sessa and Mr. Hoyt R. Galvin; and

RESOLVED, That the following board members be appointed to the Special Committee: Mrs. Smith, Chairwoman, Mr. Maurice, Mr. Snyder and Dr. Wallace; and

RESOLVED FURTHER, That the Special Committee file its report and recommendations with the Library Director prior to the regularly scheduled meeting of December 11, 1973.

Motion carried.

Mr. Lovenstein announced that the notice of the December Board meeting would make note of the fact that a discussion of the survey would be on the agenda.

Budget Committee. Mr. Springer, Chairman, reported that the Library was in receipt of an invoice dated October 10, 1973 from Hoyt R. Galvin and Associates for $3,177.22. The invoice was submitted for professional services rendered by Frank B. Sessa and Hoyt R. Galvin regarding a survey of the Kanawha County Public Library. There was some discussion of the total since the sum exceeded by $177.22 the amount of $3,000.00 authorized by the Library Board. Mr. Springer reported that a sum of $739.00 in the Grant-In-Aid Funds has not been allocated and he suggested that $177.22 of these funds be utilized. After discussion, upon motion by Mr. Ray, seconded by Mr. Springer, it was moved that the invoice for $3.177.22 as submitted by Hoyt R. Galvin and Associates be paid from the $3,000.00 set aside for the project and that the balance of $177.22 be paid from the Grant-In-Aid Funds. Motion carried.

Upon motion by Mr. Springer, seconded by Mrs. Brown, it was moved that $375.00 of the Grant-In-Aid Funds be spent for membership in the American Library Association and the West Virginia Library Association.

Motion carried.

Clendenin Instant Library. Mr. Springer, Chairman, Services to the Community Committee, reported that Mr. Lovenstein, the Library Director and he had several meetings with Dr. Harper and representatives from Clendenin regarding installation of an Instant Library. Several sites were under consideration. More recently, according to Dr. Harper, one property believed to be available at little or no cost to the community is unobtainable. Discussion followed.

Building and Grounds Committee. Mr. Lovenstein presented the application from the Salvation Army requesting permission for the use of the Library steps and plaza for the purpose of their Christmas Tree of Lights program scheduled to be held December 12-27, 1973. After considerable discussion, it was moved by Mr. Bowman, seconded by Mr. Springer, that the following resolution be adopted:

> RESOLVED, That the request for the use of the Library Steps and Plaza by the Salvation Army for its Christmas Tree of Lights program to be held December 12-27, 1973 be declined with regret and that the Library Director be authorized to notify the Salvation Army of the Library Board's decision.

Motion carried.

There being no further business, the meeting on motion adjourned.

L. K. Lovenstein
Vice-President

Nicholas Winowich
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

DECEMBER 11, 1973

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on December 11, 1973 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mr. Anderson
Mr. Bowman
Mrs. Brown
Mr. Lovenstein
Mr. Ray
Mrs. Smith
Mr. Springer
Dr. Wallace
Mr. Williamson

Mr. Stone, President, presided. The Secretary reported that a quorum was present. The minutes of the November 13, 1973 meeting were approved.

Library Director's Monthly Report. The President said that the Library Director's report would be mailed with the minutes of this meeting.

Approval of Bills. The Library Director submitted Book Bills List No. 198 and General Bills List No. 198 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Lovenstein, seconded by Dr. Wallace and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 197, duly certified and approved in accordance with

the Bylaws, and on motion by Mr. Lovenstein, seconded by Dr. Wallace, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Special Committee For the Study of the Survey. Mrs. Smith, Chairwoman, reported that the Special Committee had met on Tuesday, December 4, 1973 in the Board Room of the Library. The following members were able to attend: Mr. Maurice, Dr. Wallace and Mrs. Smith, Chairwoman. Mrs. Smith read the report of the Special Committee which is as follows:

"The Study of the Kanawha County Public Library as prepared by Frank B. Sessa and Hoyt R. Galvin has been studied by a special committee and the following recommendations were set forth for consideration. It is recommended that:

A. All full-time employees have a minimum hourly wage of $2.00 or yearly salary of $4,000. The rate should be maintained to follow that of the State Civil Service System.

B. Each department head should strive for efficiency with as little overlapping as possible of tasks.

C. An Assistant Director should be added to the staff if feasible at this time.

D. All department heads should serve on a rotation system.

E. The combination of the Reference and Circulation Departments could be taken under advisement to determine whether such a change would aid in the efficiency and services rendered the public.

F. The Director and his staff would be asked to study the recommended changes by the consultants concerning:

1. The Lending Division with stress on the delinquent file and registration file.

2. Reference Division with attention to the volumes and documents that will be a part of the State Library and the proper usage of space now given to storage of many such volumes.

3. It is strongly recommended that the staff study with a committee from the Board the technical services division of the report to aid in the efficiency of processing each new book.

4. The Extension Department should be one of the strongest arms of the Library and the creation of new branches or expansion of bookmobile services should be kept as a primary function of the library. The compact stacks are recommended where feasible.

5. The rearranging of the Children's Department is not a good or necessary change in the Library as it now stands.

It was generally felt that the Children's Department should not be made smaller nor that the utilization of the first and third floors for Adult Services would enhance the present program of the Library. A unanimous vote of confidence was given by the committee as it seems that our present condition of health as seen by these consultants was very favorable and any changes could be taken under advisement and be either clarified or rectified without any major changes."

"SPECIAL COMMITTEE

Mrs. Helen Smith, Chairwoman
John D. Maurice
Walter F. Snyder
Dr. William J. L. Wallace"

Comments and discussion followed. Afterwards, it was moved by Mr. Ray, seconded by Mr. Lovenstein that the consultant's report, "A Study of the Kanawha County Public Library, Charleston, West Virginia, as Limited and Prescribed by the Library's Board of Trustees," prepared by Frank B. Sessa and Hoyt R. Galvin be received and filed. Motion carried.

It was agreed, by the Library Board members present, that item C - "an Assistant Director should be added to the staff if feasible at this time," should be referred to the Budget Committee for its consideration and recommendation.

It was suggested by Dr. Wallace that the Library Director and staff address themselves to the recommendations of the study of the committee. Upon motion of Mr. Lovenstein, seconded by Mr. Anderson, it was moved that the Library Director study the consultant report and the recommendations of the Special Committee and make his report to the Library Board at its January meeting. Motion carried.

Services to the Community Committee - South Charleston Public Library. Mr. Springer, Chairman, reported that an informational meeting was held on Friday, December 7, 1973 at the Carbide Tech Center cafeteria and the following persons attended: Mr. Richard Gerke, President, South Charleston Public Library Board of Directors; Mrs. Helen Bailey, member, South Charleston Public Library Board of Directors; Donald Springer and the Library Director. Topics for conversation included the following: branch status and the South Charleston Public Library, Memorandum of Understanding (an agreement which created branch status for the St. Albans Public Library); appropriations and budgeting; and cataloging of books for the South

Charleston Public Library. Discussion followed. Afterwards, it was moved by Mr. Springer, seconded by Dr. Wallace and unanimously

RESOLVED, That the Kanawha County Public Library provide cataloging services to the South Charleston Public Library at the rate of $2.88 per book.

Holiday Closing, 1973. Upon motion of Mr. Springer, seconded by Mr. Bowman, it was moved that the Library be closed on Monday, December 31, 1973. Motion carried.

Clendenin Instant Library. Mr. Lovenstein reported that the Clendenin citizens and Dr. Harper were considering another instant library site located near the community's swimming pool.

NEW BUSINESS

American Library Association 1974 Midwinter Conference. Upon motion of Mr. Lovenstein, seconded by Dr. Wallace, the following resolution was adopted:

RESOLVED, That the Library Director be authorized to attend the American Library Association 1974 Midwinter Conference to be held in Chicago, Illinois, January 20-25, 1974 and that his expenses not to exceed $350.00 be paid.

There being no further business, the meeting on motion adjourned.

A. Guy Stone
President

Nicholas Winovich
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JANUARY 15, 1974

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on January 15, 1974 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mrs. Anderson
Mr. Bowman
Dr. Harper
Mr. Jacobson
Mr. Lovenstein
Mr. Ray
Mr. Springer
Dr. Wallace

Mr. Stone, President, presided. The Secretary reported that a quorum was present. The minutes of the December 11, 1973 meeting were approved.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of December, 1973. Included were the following:

1. Miss Evelyn Coskey, Extension Librarian, successful author of the book entitled, Easter Eggs for Everyone published by Abingdon Press, made available to the Library Director a brochure prepared by the publisher for distribution to the trade (libraries and bookstores). The descriptive literature was shown to the members present who agreed that the material should receive special attention: perhaps framing.

2. A remote possibility exists whereby additional Grant-In-Aid money could be made available to the Kanawha County Public Library with the release of certain impounded funds and the signing of the Library Services and Construction Act previously considered inactive.

3. Very little of revenue sharing funds have been appropriated to the public libraries of America. Of the nearly three billion dollars disbursed, less than a fraction of 1% went to public libraries; even though the statute designated the public library as a "priority."

Approval of Bills. The Library Director submitted Book Bills List No. 199 and General Bills List No. 199 duly certified and approved in accordance with the Bylaws, and on motion by Mr. Lovenstein, seconded by Dr. Wallace and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 198, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Lovenstein, seconded by Dr. Wallace, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Budget Committee. Mr. Springer, Chairman, reported that the Budget Committee met on Monday, January 14, 1974 at 3:00 p.m. to consider a proposed budget for the 1974/1975 fiscal year. Members present included Mr. Springer, Chairman; Mr. Lovenstein, Mr. Ray and Mr. Stone. Copies of the proposed budget were distributed to the members present. Discussion followed.

It was moved by Mr. Springer and seconded by Mr. Ray that the budget be adopted tentatively pending an inquiry of the percentage figures by Mr. Lovenstein.

Services to the Community Committee.

Clendenin Instant Library and Big Chimney Projects. Dr. Harper, member, reported that the Clendenin Instant Library Project has been delayed. In spite of local interest and organization, site and land acquisition, he said, continued to be a problem. Nevertheless, he remained optimistic, a spirit he shared with others in the community.

Dr. Harper announced that Big Chimney, Kanawha County, through its unofficial representatives Mr. James Smith and Mr. William Lockhart, had indicated an interest in having a branch library for their community. It was reported the project would cost an estimated $50,000.00 for building acquisition and remodeling. Mr. Smith and Mr. Lockhart were confident that they, their friends and neighbors could raise the sum of money. Dr. Harper reported that the Services to the Community Committee would meet with the Big Chimney representatives on Tuesday, January 22, 1974 at 7:30 p.m. in the Elk National Bank. There was discussion afterwards.

Proposal for Sunday Library Service, St. Albans Branch. Mr. Springer, Chairman, reported that the Branch Librarian, Library Director, a committee of the St. Albans Library and Recreation Board and he, following due consideration, were convinced that Sunday library service in St. Albans was needed and would prove to be successful. The branch library, he proposed, would be open each Sunday afternoon from 1:00 o'clock to 5:00 p.m. beginning January 27, 1974 through May 26, 1974 with the exception of Easter Sunday, April 14, 1974. Funds of nearly $900.00 would be made available to the Kanawha County Public Library from the St. Albans Library and Recreation Board and would be used to pay salaries, social security

and workmen's compensation costs. Following discussion, upon motion of Mr. Springer, seconded by Dr. Wallace, it was unanimously

> RESOLVED, That the proposal for Sunday library service extended by the St. Albans Branch be approved as submitted by the Chairman and that the estimated cost of $900.00 be paid by the St. Albans Library and Recreation Board.

Motion carried.

Jail Library Service. Mr. Bowman, member, reported that the jail library was closed because the building was being painted. However, this work, he said, should be completed by February 1, 1974 when the library is scheduled to be reopened. Inquiries have been made at the Governor's Office for the purpose of obtaining funds under the Law Enforcement Assistance Act which would be used to enlarge and improve our jail library program. Mr. Bowman added that The Charleston Gazette awarded a SMILE to the Library Director "for trying to establish a library in the Kanawha County Jail."

It was regularly moved and seconded that the meeting be recessed until 4:00 p.m. on January 29, 1974 at the same place.

A. Guy Stone
President

Nicholas Winnicki
Secretary

MINUTES OF A RECESSED MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JANUARY 29, 1974

A recessed meeting of the Board of Directors of the Kanawha County Public Library was held on Tuesday, January 29, 1974, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mrs. Anderson
Mrs. Brown
Mr. Lovenstein
Mrs. Smith
Mr. Springer
Dr. Wallace

The President called the meeting to order and served as Chairman of the meeting and the Director served as Secretary. The Secretary reported that a quorum was present and the Chairman announced that the meeting was ready to transact business.

The President stated that the purpose of the meeting was to consider and approve the Library Budget for the fiscal year 1974/1975. A copy of the notice is filed with the minutes of this meeting.

Budget Committee. Mr. Springer, Chairman, and Mr. Lovenstein, member, reported and submitted a proposed budget for the fiscal year 1974/1975. Copies were distributed to the members present. Following an explanation of the document and discussion, upon motion by Mr. Springer, seconded by Dr. Wallace it was moved that the Budget for 1974/1975 be adopted as submitted. Afterwards, a vote was taken and the motion carried.

Transmittal of Budget to the Board of Education of the County of Kanawha, City of Charleston and County Court of Kanawha County. Mr. Springer, Chairman, moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1974, which has been approved and adopted by the Library Board, be transmitted to the Board of Education of the County of Kanawha by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the Board of Education of the County of Kanawha to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the Board of Education of the County of Kanawha, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Dr. Wallace, and upon a vote being taken, the motion carried unanimously.

Mr. Springer moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1974, which has been approved and adopted by the Library Board, be transmitted to the Mayor and Council of the City of Charleston by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the City of Charleston to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the City of Charleston, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Dr. Wallace, and upon a vote being taken, the motion carried unanimously.

Mr. Springer moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1974, which has been approved and adopted by the Library Board, be transmitted to the County Court of Kanawha County by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the County Court of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the County Court of Kanawha County, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Dr. Wallace, and upon a vote being taken, the motion carried unanimously.

On motion duly made, seconded and carried, the meeting adjourned.

A Guy Stone
President

Nicholas Winnick
Secretary

BUDGET 1974/1975
KANAWHA COUNTY PUBLIC LIBRARY

OPERATING AND MAINTENANCE EXPENSES		
Salaries		
Professional	$182,221	
Non-Professional	215,645	
	$397,866	
Books		
Books	$ 74,466	
Binding	4,100	
Periodicals	11,500	
	$ 90,066	
Other Expenses		
Salaries	$ 32,408	
Building Supplies	3,100	
Insurance	23,000	
Miscellaneous	4,400	
Office and Library Supplies	16,100	
Repairs and Maintenance	4,000	
Service Contracts	6,481	
Social Security	24,104	
Travel	1,975	
Utilities	33,500	
Vehicles - Repairs and Expense	4,500	
Workmen's Compensation	415	
	$153,983	
TOTAL OPERATING AND MAINTENANCE EXPENSES		$641,915
OTHER CAPITAL SUPPORT		
Building Purchase Contract		32,743
TOTAL BUDGET		$674,658

Receipts

Board of Education	$266,320	
County Court	266,320	
City of Charleston	100,018	
St. Albans	10,000	
Miscellaneous	17,000	
Balance with Sheriff	15,000	
TOTAL RECEIPTS		$674,658

KANAWHA COUNTY PUBLIC LIBRARY

Salary Budget 1974/1975

Position	Employee	Monthly Salary	Annual Salary
Director	Nicholas Winowich	$1,813.00	$ 21,756
Associate Director	To be appointed	GIA	GIA
Chief Children's Librarian	Helen Lind	884.33	10,612
Chief Circulation Librarian	Ruth Figgatt	1,046.00	12,552
Chief Extension Librarian	Helen Miller	986.16	11,834
Chief Processing Librarian	Annie Liu	884.33	10,612
Chief Reference Librarian	Frances Gerard	956.33	11,476
Processing Librarian	Shirley Smith	775.83	9,310
Circulation Librarian	Zetta Walker	775.83	9,310
Circulation Librarian	Jacqueline Wagner	705.33	8,464
Circulation Librarian	To be appointed	705.33	8,464
Extension Librarian	Joel Stern	775.83	9,310
Extension Librarian	Evelyn Coskey	896.58	10,759
Branch Librarian	Robert Willits	1,046.00	12,552
Children's Librarian, Branch	Alice Devers	775.83	9,310
Preparation Librarian	Robert Simmons	365.25	4,383
Reference Librarian	June Martin	926.41	11,117
Reference Librarian	Gretchen Schwinger	866.66	10,400
			$182,221

Non-Professional Staff

Administrative Assistant	Lorena Ammar	836.75	10,041
Library Associate, Acquisition	Mae Thomas	620.66	7,448
Library Associate, Branch	Henrietta Kidd	601.91	7,223

Position	Employee	Monthly Salary	Annual Salary
Library Associate, Branch	Martha Moran	601.91	7,223
Junior Clerk, Branch	Victoria Price	370.00	4,440
Senior Clerk, Branch	Benna Hindle	410.00	4,920
Special Clerk, Office	Virginia Banning	460.00	5,520
Senior Clerk, Office	Lura Bridget Herndon	370.00	4,440
Special Clerk, Extension	Franca Martin	510.00	6,120
Junior Clerk, Extension	Janet Lambert	390.00	4,680
Junior Clerk, Extension	Sheree Edwards	350.00	4,200
Junior Clerk, Extension	Mary Mullins	350.00	4,200
Senior Clerk, Extension	Mary Lee	418.33	5,020
Junior Clerk, Extension	Jay Pauley	350.00	4,200
Junior Clerk, Processing	Debbie Bowen	350.00	4,200
Junior Clerk, Processing	Kathy Brown	330.00	3,960
Junior Clerk, Processing	Debra Montague	350.00	4,200
Junior Clerk, Processing	Paula Jane Martin	350.00	4,200
Junior Clerk, Processing	Sandra Trimble	400.33	4,804
Senior Clerk, Processing	Patricia Whitlock	472.08	5,665
Special Clerk, Circulation	Cortez Johnson	510.00	6,120
Junior Clerk, Circulation	Donna Creel	370.00	4,440
Junior Clerk, Circulation	Mary Jo Jackson	400.33	4,804
Junior Clerk, Circulation	Beth Wehrle	370.00	4,440
Junior Clerk, Circulation	Sara Meadows	436.16	5,234
Junior Clerk, Circulation	Nova Casto	370.00	4,440
Junior Clerk, Circulation	Laura Ball	350.00	4,200
Special Clerk, Boys and Girls	Betty Jane Harper	510.00	6,120
Junior Clerk, Boys and Girls	Rosita Jarrell	330.00	3,960

Position	Employee	Monthly Salary	Annual Salary
Junior Clerk, Boys and Girls	Catherine Bess	330.00	3,960
Senior Clerk, Reference	Onnalee Arcuri	390.00	4,680
Messenger	Robert Henson	485.00	5,820
Mobilibrary Driver	Ronald Finney	520.00	6,240
Pages and Library Aides			44,483
			$215,645

Books

Books	
Boys and Girls	$ 9,000
Circulation	27,166
Extension	20,000
Reference	10,000
St. Albans Branch	5,000
	$ 71,166
Audio-Visual	$ 3,000
Binding	4,100
Periodicals	11,500
Postage	300
	$ 18,900
Total	$ 90,066

Salaries - Building

Position	Employee	Monthly Salary	Annual Salary
Building Superintendent	James L. Thomas	872.50	10,470
Custodian	Raleigh Smith	410.00	4,920
Custodian	Herbert Hundley	490.00	5,880
Custodian	Vacancy	364.00	4,368
Custodian, Branch	Phyllis Bays	364.00	4,368
Janitress (Part-time)	Miriam Skiles	Hourly	2,402
			$32,408

Building Supplies

Fluorescent tubes and incandescent lamps	$ 600
Wax, steel buffing pads, brooms, mops, soap, paper towels, tissues and other items	2,500
	$ 3,100

Insurance

Comprehensive Insurance Program	$ 5,000
West Virginia Public Employees Insurance	18,000
	$23,000

Miscellaneous

Legal advertising	$ 475
Audit	1,100
Refunds on lost books - paid	325
Refunds on deposits	------
Security Officers/College Work Study	2,000
Petty Cash Disbursements	500
	$ 4,400

Office and Library Supplies

Office Supplies	
Masters, inks, pencils, paper, stationery, printed forms and other supplies	$ 4,300
Library Supplies	
Catalog cards, book pockets, book cards, mending supplies, identification cards, plastic book bags and other supplies	8,600
Postage	
Postal cards, stamped envelopes and stamps	3,200
	$16,100

Repairs and Maintenance

General repairs and maintenance	$ 4,000

Service Contracts

Office Machines	$ 1,600
Property Protection Company recharging on fire extinguishers	120
Elevators (3)	3,910
Fire Alarm System	351
Air Conditioning	500
	$ 6,481

Social Security

Contribution on earnings up to $13,200	$ 24,104

Travel

Director and staff members to attend West Virginia Library Association Fall Meeting/Pipestem, West Virginia	$ 425
Director to attend American Library Association Midwinter Meeting/ Chicago, Illinois	450
Director and two staff members to attend American Library Association annual Summer Meeting/New York	1,100
	$ 1,975

Utilities

Electricity	$22,300
Fire Service Fee, Charleston	4,100
Gas	2,200
Sewerage	800
Telephone	3,000
Water	1,100
	$33,500

Vehicles - Repairs and Expense

Gasoline, oil and lubrication for Mobilibrary and truck	$ 1,900
Washing and waxing Mobilibrary and truck	100
Mobilibrary and truck - maintenance and repair	2,500
	$ 4,500

Workman's Compensation

Amount based on Class P-7 (all employees except building staff and Mobilibrary drivers) at 6¢ per $100	$ 229
Amount based on Class K-4 employees (building staff) at 35¢ per $100	111
Amount based on Class G-11 employees (Mobilibrary drivers) at $1.15 per $100	75
	$ 415

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

FEBRUARY 12, 1974

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on February 12, 1974 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mr. Bowman
Mrs. Brown
Dr. Harper
Mr. Ray
Dr. Riggleman
Dr. Wallace

Mr. Stone, President, presided. The Secretary reported that a quorum was present. The minutes of the January 15, 1974 and January 29, 1974 meetings were approved.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of January, 1974. Included were the following:

1. The announcement that Mr. Alex Ter Braake had presented a set of West Virginia Encyclopedia to the Kanawha County Public Library in honor of Miss June R. Martin, Reference Librarian. The set consists of 50 volumes and has an approximate value of $500.00.

2. Sunday library service at our St. Albans Branch, having just begun on January 27, 1974, seems to be successful and appreciated. Comments have been favorable and users have been many.

3. The Kanawha County Public Library serves as a source of information, for the state of West Virginia, to residents and organizations seeking funds from foundations. Materials (including books, pamphlets, microfiche and aperture cards and computer print-outs) have been made available, free of charge, by The Foundation Center.

4. There continues to be a possibility that additional Grant-In-Aid revenue might become available to us with the release of previously impounded funds.

Approval of Bills. The Library Director submitted Book Bills List No. 200 and General Bills List No. 200 duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Dr. Riggleman and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 199, duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Dr. Riggleman, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Services to the Community Committee - Big Chimney Project. Dr. Harper and Mr. Bowman, members, reported. The committee met on January 22, 1974 at the Elk National Bank with representatives of Big Chimney and Mr. Tom Black, member, Kanawha County Court. Following discussion, it was moved by Mr. Ray, seconded by Mr. Bowman and unanimously

RESOLVED, That Mr. Springer, Chairman, and members of the Services to the Community Committee be directed to develop the Big Chimney project and to submit the community's written proposal to the Library Board in time for its regularly scheduled meeting to be held on March 12, 1974.

Land Acquisition by St. Albans Library and Recreation Board. The Library Director reported for Mr. Springer. We are pleased to announce that three properties, including two frame residences and a vacant lot which does not appear visible in photograph, have been purchased by the St. Albans Library and Recreation Board. See attached copy. The acquisition does not include Bartlett Funeral Home and site which is presently not available for sale. Some pertinent information follows:

Purpose	- To allow for building expansion and to provide for patron parking in a landscaped and park like setting.
Cost	- $65,000
Cash Paid	- 30,000
Mortgage Loan	- $35,000
Size	- Each lot 50' frontage; 140' depth
Frame Homes	- Will continue to be rented until expansion is scheduled.

There was discussion afterwards.

Personnel Committee. Mr. Ray reported that Mrs. Jacqueline Sue Stephenson and Mrs. Lucinda Hubbard Ware, having previously served as Public Library Trainees and employees of Kanawha County Public Library, are, according to the West Virginia Library Commission, in default of their contractual obligations. Following considerable discussion, it was moved by Mr. Ray, seconded by Mr. Bowman and unanimously

RESOLVED, That the Library Director be, and he is hereby, directed to seek reimbursement from Mrs. Jacqueline Sue Stephenson in monthly payments considered to be reasonable, and within her ability to pay; and,

RESOLVED FURTHER, That the Library Director be, and he is hereby, directed to seek reimbursement from Mrs. Lucinda Hubbard Ware in monthly payments considered to be reasonable, and within her ability to pay.

Mr. Ray reported, also, that Mr. Charlton B. Smith, another public library trainee, did not complete his studies at the University of Maryland, School of Library and Information Services, and did not earn a Master's Degree from the said institution. After discussion it was unanimously

RESOLVED, That the Library Director be, and he is hereby, directed to seek reimbursement from Mr. Smith and in monthly payments considered to be reasonable, and within his ability to pay; and

RESOLVED FURTHER, That Mr. Smith's services be terminated.

Budget Committee. The Library Director reported for the Chairman and stated that a balance of $186.78 in Grant-In-Aid funds had not been committed. After discussion, upon motion of Mr. Ray, seconded by Dr. Wallace it was moved that the balance of $186.78 in Grant-In-Aid funds be expended for books. Motion carried.

NEW BUSINESS

Library Appreciation Day. The Library Director reported that Library Appreciation Day, in Kanawha County, was observed at our St. Albans Branch on Sunday, February 3, 1974 from 2:00 p.m. to 4:00 p.m. The purpose was to extend thanks and appreciation to the Governor and Legislators for public library funding. Special guests included

legislators and members of library board from Kanawha County Public Library, St. Albans, Dunbar, South Charleston and Nitro. Refreshments were served.

There being no further business, the meeting on motion adjourned.

A Guy Stone
President

Nicholas Minnich
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MARCH 12, 1974

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on March 12, 1974 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mr. Anderson
Mr. Bowman
Mrs. Brown
Mr. Springer
Dr. Wallace

Also present and welcomed by Mr. Stone was Mr. Joel Stern, Extension Librarian.

Mr. Stone, President, presided. The Secretary reported that a quorum was present. The minutes of the February 12, 1974 meeting were approved.

Library Director's Monthly Report. The Library Director presented a brief oral report on some of the activities of the Library for the month of February, 1974. Included were the following:

1. An effort by the Library to give space and attention to the Kanawha County Board of Education for its "Text Books Under Consideration For Adoption" Program which seeks to obtain in-put from the community-at-large. The program is in its third year and appears to be successful.

2. Cabell County voters rejected a library levy proposal to raise taxes to finance $3.7 million in library construction and improvement. The tally fell short of the 60% majority required by state law. Supporters totaled 51.8%.

There was discussion afterwards.

Approval of Bills. The Library Director submitted Book Bills List No. 201 and General Bills List No. 201 duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mr. Bowman and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 200, duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mr. Bowman, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Services to the Community Committee - Elk Valley Library. Mr. Springer, Chairman, reported that the Big Chimney Project has been renamed the Elk Valley Library and its Chairman is Mr. William Chambers. A meeting with Mr. Chambers was held on Tuesday, February 19, 1974. Also in attendance were Mr. Bowman and the Library Director. Discussion included the following: organization and fiscal obligations. Materials made available to Mr. Chambers included a copy of the St. Albans Memorandum of Understanding, a copy of the Library's Statute and a copy of the Library's By-laws. There was discussion afterwards.

Extension Department Services by Mr. Stern. Mr. Springer introduced Mr. Stern a graduate of the University of Pittsburgh Graduate School of Library Science and a member of the Kanawha County Public Library Extension Department staff since September, 1973. Mr. Stern reported briefly on new programs under development within the Extension Department. These include:

1. A cooperative venture with the Children's Museum of Sunrise and the Kanawha County Board of Education involving an expansion of mobilibrary services to a select number of elementary schools.

2. Consideration of long range planning which would suggest future branch library location and construction utilizing various types of buildings: a big branch similar to St. Albans, "Instant Library," "Store-Front" Library and School Space Library.

3. A special deposit collection of books for residents of Carroll Terrace, a seniors center, has been prepared.

4. A joint effort by the Adult Basic Education group and the library to add library materials, including less conventional types, geared to the needs and skills of Adult Learning Center students, many of whom are functional illiterates.

Afterwards, there was considerable discussion and comment.

Budget Committee - Supplementary Grant-In-Aid. Mr. Springer, Chairman, reported that the West Virginia Library Commission, by letter dated March 6, 1974, awarded an additional grant of $11,500.00 to Kanawha County Public Library. He stated, also, that the West Virginia Library Commission, by letter dated March 7, 1974, resolved to withhold $7,700.00 because Mrs. Jacqueline Sue Stephenson and Mrs. Lucinda Hubbard Ware failed to fulfill their contractual obligations under the Public Library Trainee Program. The Library Director, Mr. Springer said, was directed to seek reimbursement from each of the young ladies and that an agreement of payment had been reached with Mrs. Ware. Mr. Springer announced that all payments received from Mrs. Stephenson and Mrs. Ware would be deposited to the account and credit of Kanawha County Public Library. Following discussion, upon motion by Mr. Springer, seconded by Mr. Bowman it was unanimously

RESOLVED, That the amount of $7,700.00, which represents the total amount due from Mrs. Stephenson ($3,820.00) and the total amount due from Mrs. Ware ($3,880.00) be withheld from the Supplementary Grant of $11,500.00; and

RESOLVED FURTHER, That the West Virginia Library Commission be informed of this action noting that the Supplementary Grant would total $3,800.00.

Mr. Springer read from a suggested list of purchases prepared by the Library Director and consisting of furniture, equipment and materials totaling an expenditure of $3,800.00 which reads as follows:

Card Catalog Cabinet (72 drawer unit)	$1,354.75
Materials, Adult Basic Education	900.00
Microfiche Reader/Printer	490.00
Books	635.25
Master Lens 3 @ $140.00	420.00
	$3,800.00

After discussion, upon motion by Mr. Springer, seconded by Mr. Bowman, it was unanimously

RESOLVED, That the Library Director be and he is hereby authorized to purchase the furniture, equipment and materials listed above not to exceed $3,800.00; and

RESOLVED FURTHER, That in the event of any balances, that the amount (s) be expended for books.

Audit for 1972/1973. Mr. Springer, Chairman, reviewed the State Tax Commissioner's directives dated June 24, 1969 and March 31, 1970 concerning the appointment of private auditors by the State Tax Commissioner to conduct post-audits of all non-tax levying funds. Mr. Springer submitted the names of four certified public accounting firms and four registered public accountants. They are listed in alphabetical order as follows:

Certified Public Accounting Firms

Arnett Parkins and Foster
Fitzhugh Erwin McKee and Hickman
Howell and Paterno
Witschey Harman and White

Registered Public Accountants

Clendenin and Clendenin
Nancy Nutter Morris
Mrs. Willie S. Sturm
David P. Williams

Following discussion, upon motion by Mr. Springer, seconded by Mr. Bowman, that the names as submitted be approved and that the Library Director be authorized to forward the information to the State Tax Commissioner regarding post-auditing which is for the period ending June 30, 1973. Motion carried.

Gasoline Petty Cash Account. Mr. Springer, Chairman, reported that the Board of Education could no longer supply gasoline for the Mobilibrary and the library truck because of the shortage. Arrangements have been made to purchase gasoline through one of the local gasoline dealers. There have been times when the dealer's supply was exhausted and the library found it necessary to purchase gasoline elsewhere and on a cash basis. It was recommended that the Library establish a Gasoline Petty Cash Account for such occasions and emergencies. After discussion, upon motion by Mr. Springer, seconded by Mr. Bowman, it was unanimously

RESOLVED, That the Library Director be authorized to establish a Gasoline Petty Cash Account of $200.00 for the use of the two library vehicles and that records of disbursements be kept of all transactions.

Appalachian Adult Education Center. The Library Director reported that several meetings have been held with representatives of Appalachian

Adult Education Center. The AAEC he said, has two major functions: (1) to serve the undereducated and (2) in promoting adult education in public libraries for example, to provide the expertise essential to an on-going program. Following discussion, it was moved by Dr. Wallace, seconded by Mr. Springer that the Kanawha County Public Library continue to be a part of the Adult Basic Education movement and to provide special materials for the undereducated. Motion carried.

There being no further business, the meeting on motion adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

APRIL 9, 1974

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on April 9, 1974 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Stone
Mr. Bowman
Mrs. Brown
Dr. Harper
Mr. Ray
Mrs. Smith

Also present and welcomed was Mr. Robert Fitz Simmons, Preparation and Binding Librarian.

Mr. Stone, President, presided. The Secretary reported that a quorum was present. The minutes of the March 12, 1974 meeting were approved.

Robert Fitz Simmons' Retirement. Mrs. Brown spoke of Mr. Simmons' forty years of service to the Kanawha County Public Library; its public and his colleagues. More than two-thirds of his lifetime, she said, has been spent in the performance of the many duties and assignments which he performed well and with dignity. In recognition of the good work throughout the best years of his life, Mr. Simmons was presented with a framed, hand-lettered plaque from the Library Board of Directors which reads as follows:

ROBERT FITZ SIMMONS
KANAWHA COUNTY PUBLIC LIBRARY
1934-1974
FOR LONG AND FAITHFUL SERVICE

(SIGNED)
A. GUY STONE, PRESIDENT

(SIGNED)
JOHN V. RAY, MEMBER, BOARD OF DIRECTORS

(SIGNED)
NICHOLAS WINOWICH, LIBRARY DIRECTOR

MARCH 1, 1974

Library Director's Monthly Report. The Library Director presented a brief oral report on some of the activities of the Library for the month of March, 1974. Included were the following:

1. Installation of a special sign on the Library's plaza which reminds visitors, in a positive sense, including "please" and "thanks" to avoid sitting on walls, crowding sidewalks and blocking stairs. Visitors are encouraged to place trash in receptacles and to be kind to our plantings.

2. The Library's book collection, following an earlier reminiscence, (1926 when Kanawha County Public Library moved from the Levee to the Capitol Annex Building) numbers 357,088 volumes.

3. Appointment of Ms. Anne M. Buck as the new full-time Library Director of the Dunbar Public Library.

Approval of Bills. The Library Director submitted Book Bills List No. 202 and General Bills List No. 202 duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Dr. Harper and duly adopted, it was ordered that the bills set out on

the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 201, duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Dr. Harper, and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Budget Committee - Purchase Agreement - Eleventh Payment. Mr. Bowman reported that the eleventh of twenty payments of $33,749.70 (of which $10,065.70 is interest and $23,684.00 is for principal) is due and payable on June 1, 1974, to General Services Administration Region III. Following discussion, it was moved by Mr. Ray, seconded by Mr. Bowman that the said payment be made. Motion carried.

Auditor Appointment Certificate. Mr. Bowman reported that the Library was in receipt of an Auditor Appointment Certificate received March 30, 1974 from John R. Melton, State Tax Department, stating that Arnett and Foster, certified public accountants, had been appointed to conduct the post-audit of Kanawha County Public Library for the period ending June 30, 1973.

NEW BUSINESS

Library Board Memberships. Since the membership terms of Mr. Jacobson, Mrs. Smith and Mr. Thomas are scheduled to expire on June 30, 1974, the President appointed a Library Board Membership Committee

consisting of Mr. Bowman, Chairman, Mr. Anderson and Mr. Springer to consider and recommend nominations for the Library Board of Directors.

Revenue Sharing Funds. Mr. Bowman announced that he and the Library Director would meet with Commissioner Kuhns to discuss Revenue Sharing Funds for the Library.

There being no further business, the meeting on motion adjourned.

President

Nicholas Winowich

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MAY 14, 1974

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on May 14, 1974 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Lovenstein
Mrs. Anderson
Mr. Bowman
Mrs. Brown
Dr. Harper
Mr. Ray
Dr. Riggleman
Mr. Snyder
Dr. Wallace

In the absence of the President, Mr. Stone, Mr. Lovenstein, Vice-President, presided. The Secretary reported that a quorum was present. The minutes of the April 9, 1974 meeting were approved.

Library Director's Monthly Report. The Library Director presented a brief oral report on some of the activities of the Library for the month of April, 1974. Included were the following:

1. The Library was in receipt of a gift of $130.00 from Harry Futterman Fund, Inc. The grant is to be used for purchase of musical recordings and made available to borrowers in good standing. Since August 1953, Harry Futterman Fund, Inc. of New York City, presented a total of $1,630.00.

2. The library's book wholesaler, The Baker and Taylor Company, informed its customers that, effective May 15, 1974, it could no longer pay delivery costs. Rising freight and postal increases were the reasons given for the change.

Afterwards, the Library Director's report was accepted and ordered filed.

Approval of Bills. The Library Director submitted Book Bills List No. 203 and General Bills List No. 203 duly certified and approved in accordance with the Bylaws and on motion by Mrs. Brown, seconded by Mrs. Anderson and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 202, duly certified and approved in accordance with the Bylaws, and on motion by Mrs. Brown, seconded by Mrs. Anderson and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees

Personnel Committee - Mr. Snyder, Chairman.

Circulation Department Librarian, Miss Jacqueline Wagner, Candidate. Mr. Snyder, Chairman, submitted the application of Miss Jacqueline Wagner for the position of Circulation Department Librarian to succeed Mr. Charlton Smith. The Library Director reported that Miss Wagner had met briefly with several members of the Library Board and some members of the staff. Mr. Snyder presented a brief review of Miss Wagner's educational and professional qualifications. Following discussion and upon motion by Mr. Ray, seconded by Dr. Riggleman, it was unanimously

> RESOLVED, That Jacqueline Wagner be employed as Circulation Librarian at the annual salary of $8,464.00 beginning June 1, 1974.

Motion carried.

Vacation Statement. Mr. Snyder, Chairman, presented the following vacation statement:

KANAWHA COUNTY PUBLIC LIBRARY
VACATION STATEMENT
Full-Time Non-Professional (12 months) Employees

1. This vacation policy applies to all full-time Non-Professional (12 months) employees. It is based on the calendar year and is not cumulative.

2. Vacations must be taken during the calendar year in which they are earned.

3. Vacations generally, are to be scheduled from May 1 - September 30.

4. Vacations at other times, if necessary for special reasons, may be granted by the Library Director on recommendation of department heads. Insofar as possible, vacations will be arranged for times the employee prefers. However, requirements of the library must be given primary consideration.

5. Any full-time employee whose employment starts at a time other than January 1 shall be eligible for one day vacation per month during the remaining months in the initial calendar year of employment, provided the period of employment is at least six months in length and cumulated days do not exceed ten in number. Any employee who works less than six months in his initial year of employment does not qualify for vacation in that calendar year. However, an individual employed after July 1 may take days accrued at the rate of one day each month after six months employment but they become a part of the ten days allotted for the first full calendar year. An individual employed July 1 may take a five-day vacation in December.

6. Vacation allowances cannot be earned when an employee is on a leave of absence.

7. If vacations fall over a holiday or when the library is closed (except Sunday), an extra day is added to the vacation period.

8. After the first full calendar year of employment an employee's vacation time shall be increased one day in each year of continuous service until the employee has earned a 15-day vacation. After the fifth full calendar year of employment, an employee's vacation time shall be increased one day each two years of additional employment until the employee has earned a 20-day vacation.

SCHEDULE OF VACATION BENEFITS

Calendar Year of Employment	Number of Days Vacation During Year
Less than full calendar year of employment	1 day per month, not to exceed 10
1	10
2	11
3	12
4	13
5	14
6	15
7	15
8	16
9	16
10	17
11	17
12	18
13	18
14	19
15	19
16	20

Vacation escalation stops with 20 days

INTERPRETATION

In order to administer the vacation policy the following interpretation will be used:

1. Employment after July 1, e.g.,

   An employee starting October 1, for example, could take six days vacation any time in April. However, these six days would become a part of the total ten days earned in that first calendar year of 1974.

2. An individual employed on or before the 15th of the month will be given credit for the entire month; one employed after the 15th will not receive credit for the month.

Following discussion, upon motion by Mr. Snyder, seconded by Dr. Wallace it was unanimously

RESOLVED, That the Vacation Statement, as recorded above, be adopted.

Motion carried.

Holidays. Mr. Snyder, Chairman, suggested that compensatory-time allowances be granted for the following holidays:

1. Election Day
2. Veteran's Day
3. Friday following Thanksgiving Day
4. Monday following Easter Sunday

Before discussion, Mr. Snyder said that the Library's vacation statement and compensatory-time allowance were compatible with the personnel policies adopted by the Kanawha County Board of Education. Afterwards, upon motion by Mr. Snyder, seconded by Dr. Wallace, it was unanimously

RESOLVED, That compensatory-time allowances be granted to the professional and non-professional staff excluding pages only.

Motion carried.

Services to the Community Committee. Mr. Bowman reported for the Chairman, Mr. Springer.

Revenue Sharing Funds. Mr. Bowman reported that the Kanawha County Court through its President, Commissioner Dewey E. S. Kuhns, was on record to provide $40,000.00 in Revenue Sharing Money for an Instant Library project in the Cross Lanes area. Additional funds of similar dimensions are expected for library projects in Big Chimney and in Cabin Creek areas. The money will be used for purposes of construction, furniture and equipment and operational expenses for the first year.

Nitro Public Library. Mr. Bowman announced that the Library Director and he would meet with Mayor Gibson and Council President, Dr. Allen on Wednesday, May 15, 1974 to discuss public library service in Nitro, West Virginia.

Survey of South Charleston Public Library by West Virginia Library Commission. Mr. Bowman reported that the Library Director was in receipt of a letter from Mr. Frederic Glazer, Director, West Virginia Library Commission regarding a survey of the South Charleston Public Library. The Library Director responded after having first spoken with several members of the Library Board. Excerpts from each letter were read. Discussion followed. Afterwards, on motion by Mr. Ray, seconded by Mr. Bowman, it was moved that the matter be tabled and that the correspondence be filed. Motion carried.

Budget Committee. Mr. Bowman reported for the Chairman, Mr. Springer.

Federal Minimum Wage. Mr. Bowman reported that the Fair Labor Standards Act Amendments of 1974 established a new minimum wage standard of $1.90 an hour effective May 1, 1974. Mr. Bowman stated that the Library Director has prepared a report showing the names of employees and their present salaries, as-well-as cost of adjusted salaries under the new minimum wage for the months of May and June, 1974. Discussion followed. Upon motion by Mr. Bowman, seconded by Mr. Snyder, it was unanimously

> RESOLVED, That staff salaries be adjusted to meet minimum wage standards so that the Kanawha County Public Library would be in compliance with the Fair Labor Standards Act Amendments of 1974.

Motion carried.

Book Sale - Letter from State Tax Commissioner. Mr. Bowman reported that the Kanawha County Public Library received, in the course of a year's time, thousands of gift books it could not use nor want. Many, he said, are made available to the libraries in St. Albans, Dunbar, Nitro, South

Charleston and southern West Virginia. The remainder, mostly in good condition but not needed are a source of concern - how to dispose of them in a useful and purposeful way. A suggestion to have a book sale by the Kanawha County Public Library seemed to have validity. By letter of April 26, 1974, Mr. Richard L. Dailey, State Tax Commissioner, advised that

> "a sale by the Kanawha County Public Library not in a repeated manner but if held approximately once or twice a year...will not subject the library to either the business and occupation or the consumer sales tax."

Discussion followed. No action was taken at this meeting.

UNFINISHED BUSINESS

Library Board Memberships. Mr. Bowman reported that the Committee recommended that the following persons be nominated as members of the Board of Directors of Kanawha County Public Library, to wit:

1. Mrs. Helen Smith, for a term of six (6) years beginning July 1, 1974.

2. Mr. Bernard Jacobson, for a term of six (6) years beginning July 1, 1974.

Mr. Bowman reported that Mr. L. Newton Thomas was unable to serve another term because of previous committments. The committee would submit to the Library Board the name of an outstanding candidate to replace Mr. Thomas.

After discussion and upon motion by Mr. Bowman, seconded by Mr. Snyder, it was moved that the Board of Directors, be instructed to report the said nominations to the Board of Education of the County of Kanawha with the request that the nominees be duly approved. Motion carried.

NEW BUSINESS

Community Council of Kanawha Valley, Inc. The Vice-President appointed Mrs. Anderson and the Library Director as delegates to the Community Council of Kanawha Valley, Inc.

There being no further business, the meeting on motion adjourned.

I. K. Lowenstein
Vice-President

Nicholas Winowich
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JUNE 11, 1974

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on June 11, 1974 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Lovenstein
Mr. Anderson
Mr. Bowman
Dr. Harper
Mr. Ray
Mrs. Smith
Mr. Snyder
Mr. Springer

In the absence of the President, Mr. Stone, Mr. Lovenstein, Vice-President, presided. The Secretary reported that a quorum was present. The minutes of the May 14, 1974 meeting were approved.

Library Director's Monthly Report. The Library Director presented an oral report on some of the activities of the Library for the month of May, 1974. Included were the following:

1. Successful completion of Sunday Library Service at the St. Albans Branch which was begun on a trial basis January 27, 1974 and ended May 26, 1974.

2. Retired Librarians who are former members of the Staff, Miss Wilma Brown and Mrs. Alice Gygax, continue to provide this institution and its clients with outstanding work on a part-time basis.

3. The Charleston Gazette, in the Saturday, June 8, 1974 issue, awarded a SMILE to "the Kanawha County Library's Mobilibrary, beginning its summer schedule with 56 bi-monthly visits scheduled in the county."

4. All of our new librarians make up a special, informal and unofficial group considering the role of the Kanawha County Public Library in the 70's and 80's while being mindful and concerned about the present.

5. An interesting exhibit was arranged by Mr. Simmons, in cooperation with the Kanawha County Board of Education, which compared school work done by Charleston Children in 1876 and in 1974.

Approval of Bills. The Library Director submitted Book Bills List No. 204 and General Bills List No. 204 duly certified and approved in accordance with the Bylaws and on motion by Mr. Springer, seconded by Mr. Snyder and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 203, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Springer, seconded by Mr. Snyder and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees

Budget Committee - Mr. Springer, Chairman.

Salary Adjustment. The Library Director and Miss Ammar were ex-

cused from the meeting. Thereupon, they left the room. Mr. Springer spoke of the needs for a salary adjustment. After considerable discussion and upon motion by Mr. Ray, seconded by Mr. Snyder, it was unanimously

RESOLVED, That clerical and page compensation be adjusted to meet Federal minimum wage standards; and

RESOLVED FURTHER, That salary adjustments be made to all employees who are below 10% so that they be not less than 10% and that this information be transmitted to the Board of Education; and

RESOLVED FURTHER, That the account, Balance with Sheriff, in the budget document for 1974/1975 be increased from $5,000.00 to $15,000.00.

RESOLVED FURTHER, That a list showing the new annual salary schedule, which becomes effective July 1, 1974, be filed with the minutes of this meeting; and transmitted to the Kanawha County Board of Education.

Amend Budget. Mr. Lovenstein reported that $42,911.34 in Grant-In-Aid-Funds and other non appropriated receipts were received by the Kanawha County Public Library in the 1973/1974 fiscal year. The receipts and their expenditures are recorded as follows:

Receipts

Grant-In-Aid			
Basic Grant	$35,903.00		
Supplementary Grant	3,800.00		
Special Grant	666.92	$40,369.92	
St. Albans Library		1,656.06	
West Virginia Vocational Rehabilitation		367.50	
West Virginia Employment Security - Win Program		168.00	
DeVan Gallaher		349.86	
TOTAL RECEIPTS			$42,911.34

Expenditures

Account #1101	Professional Salaries	$17,164.00
Account #1000	Non-Professional Salaries	535.50
Account #1005	Salaries - Sunday Services (Professional and Non-Professional)	832.38
Account #2201	Books	1,582.13
Account #2300	Periodicals	300.00
Account #3151	Furniture and Equipment	3,071.57
Account #3250	Insurance	50.00
Account #3281	Library Survey	177.22
Account #3301	Membership	375.00
Account #3350	Office and Library Supplies	425.00
Account #3550	Social Security	48.68
Account #3700	Vehicles	349.86
Account #3725	West Virginia Insurance Board	18,000.00
	TOTAL EXPENDITURES	$42,911.34

It was moved by Mr. Lovenstein, seconded by Mr. Springer, that the Library's budget for the 1973/1974 fiscal year be amended to show non appropriated receipts and their expenditures as listed above. Motion carried.

Unexpended Balance. Mr. Lovenstein reported that there was an unexpended balance of approximately $10,000 in the 1973/1974 budget. After discussion, it was moved by Mr. Lovenstein, seconded by Mr. Springer, and unanimously

> RESOLVED, That the unexpended balance be used as needed for operating expenditures and/or other library purposes.

Services to the Community. Mr. Springer, Chairman, reported that a meeting was held in the Library Board Room on Thursday, May 30, 1974 at 1:30 p.m. for the purpose of discussing the Cross Lanes Instant Library Project. Members present included the Chairman and Mr. Anderson, Mrs. Virginia Simmons, President, Cross Lanes Jr. Woman's Club; Mr. Jack Whiting, Executive Director, Regional Development

Authority; Mr. J.D. King, Building Consultant, West Virginia Library Commission; the Library Director, Mrs. Miller, Miss Coskey and Mr. Stern, members of the Extension Department. Photographs of the site were exhibited. The two letters that were read are filed with the minutes of this meeting. The Kuhn's letter was addressed to the County Court requesting $45,000 of Revenue Sharing Funds and the Kroger's letter assured accessibility to the library site.

Afterwards, and upon motion by Mr. Springer, seconded by Mr. Bowman, it was unanimously

> RESOLVED, That the Library Board invite Mrs. Simmons and a representative group from the Cross Lanes area to meet on June 25, 1974 at 4:00 p.m. to discuss the Cross Lanes project including branch relationship and operational support.

NEW BUSINESS

Nominating Committee - Election of Officers. The Vice-President appointed a Nominating Committee consisting of Mr. Ray, Chairman, Mrs. Anderson and Mr. Jacobson to consider and recommend nominations for the election of officers for 1974/1975.

American Library Association's Annual Conference. The Library Director stated that the annual conference would be held in New York from July 7-14, 1974. Upon motion by Mr. Bowman and seconded by Mr. Springer, it was unanimously

> RESOLVED, That the expenses for the Library Director and two staff members not to exceed $1,000.00 be paid for attendance at the American Library Association's Annual Conference, July 7-14, 1974.

Annual Meeting. Mr. Lovenstein reported that according to the bylaws, the annual meeting is scheduled to be held on the first Friday of July. He stated that the first Friday is July 5 which falls after the legal holiday. Following discussion, upon motion by Mr. Snyder and seconded by Dr. Harper, it was unanimously

> RESOLVED, That the Annual Meeting of the Library Board be held according to the Bylaws and the Secretary be instructed to send a notice of meeting to each member of the Library Board.

There being no further business, the meeting on motion adjourned.

L. K. Lovenstein
Vice-President

Nicholas Winowich
Secretary

MINUTES OF ANNUAL MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JULY 5, 1974

The Annual Meeting of the Board of Directors of the Kanawha County Public Library was held on Friday, July 5, 1974 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Lovenstein
Mrs. Anderson
Mr. Bowman
Mr. Ray
Dr. Riggleman
Mr. Snyder
Mr. Springer
Dr. Wallace

In the absence of the President, Mr. Stone, Mr. Lovenstein, Vice-President, presided.

The Vice-President stated that the meeting which was also the Annual Meeting had been called for the purpose of conducting the election of officers and to consider and act upon such other business as may come before the Board of Directors.

The Secretary reported that a notice of meeting had been given in accordance with the Bylaws and that a quorum was present. It was ordered that a copy of the notice of the meeting be filed with the minutes of this meeting.

The minutes of the June 11, 1974 meeting were approved.

Correspondence. The Vice-President reported that the Library was in receipt of a letter from the Board of Education of Kanawha County. The Secretary read the following letter:

"The Board of Education of the County of Kanawha, meeting in special session on June 4, 1974, approved the Library Board's recommendation that the following individuals be appointed to membership on the Library Board:

Mr. Bernard Jacobson
Mrs. Helen Smith"

"Sincerely yours,

/s/ Kenneth E. Underwood
Dr. Kenneth E. Underwood
Superintendent of Schools"

Library Director's Monthly Report. The Library Director presented an oral report on some of the activities of the Library for the month of June, 1974. Included were the following:

a) An expression of thanks and appreciation was extended by the Library Director to the Library Board for their kindness and generosity in granting salary increases and improving vacation allowances for members of the staff.

b) The Summer Youth Program, 1974, a federally funded project, has brought 25 young men and young women to the Kanawha County Public Library for an opportunity of earning a minimum wage while gaining valuable work experience.

c) Custodial manpower almost was non-existent last month because of vacations, injury, retirement and termination. In-spite-of the situation the remaining custodian and the messenger managed to keep up with daily housekeeping chores.

d) Alberta Hannum, a West Virginia writer, visited Charleston recently and was able to autograph her books in the library's collection.

Library Director's Annual Report. The Vice-President announced that the Library Director's annual report would be presented at a subsequent meeting of the Library Board.

Approval of Bills. The Library Director submitted Book Bills List No. 205 and General Bills List No. 205 duly certified and approved in accordance with the Bylaws and on motion by Mr. Springer, seconded by

Mr. Snyder and duly adopted, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 204, duly certified and approved in accordance with the Bylaws, and on motion by Mr. Springer, seconded by Mr. Snyder and duly adopted, it was ordered that the bills set out on the said list be paid.

Reports of Committees.

Services to the Community Committee. Mr. Springer, Chairman, reported that the Library Board held a special meeting on June 25, 1974 to consider the installation and operation of an Instant Library in Cross Lanes on property owned by the Board of Education. It was at that meeting that the Library Board, he said, agreed to operate a branch library in Cross Lanes under substantially the same agreement that is in effect between Kanawha County Public Library and the St. Albans Public Library.

Mr. Springer distributed copies of a proposed agreement between West Virginia Library Commission and Kanawha County Public Library regarding construction of an instant library in Cross Lanes. After discussion, upon motion by Mr. Ray, seconded by Mr. Springer, it was unanimously

RESOLVED, That the President be authorized to sign an agreement between the Kanawha County Public Library and the West Virginia Library Commission regarding an Instant Library in the Cross Lanes Area, in such form as the President deems satisfactory.

UNFINISHED BUSINESS

Library Board Membership. Mr. Bowman presented the name of Mrs. Joyce H. Myrley to fill the vacancy on the Board of Directors. Mr. Bowman gave a brief biographical sketch of Mrs. Myrley. After discussion and upon motion

by Mr. Bowman, seconded by Mr. Snyder the following resolution was adopted:

RESOLVED, That Mrs. Joyce H. Myerly be nominated to the Library Board for a term of six (6) years beginning July 1, 1974; and

RESOLVED FURTHER, That the said nomination be reported to the Board of Education of the County of Kanawha with the request that the said nominee be duly elected.

Election of Officers. The Secretary read the following report of the Nominating Committee:

"June 26, 1974

A. G. Stone, President
Kanawha County Public Library
Charleston, West Virginia

Dear Mr. Stone:

The Nominating Committee nominates the following persons for the offices indicated for the year 1974 - 1975.

President	L. K. Lovenstein
First Vice President	Donald F. Springer
Second Vice President	Walter F. Snyder
Secretary	Nicholas Winowich
Treasurer	Nicholas Winowich

Respectfully submitted,

/s/ John V. Ray
Chairman"

It was moved and seconded that the report of the Nominating Committee be received and filed.

Following the close of nominations, Mr. Ray took the chair and thereupon an election was held and the nominees were declared to be duly elected. Mr. Lovenstein resumed the chair.

There being no further business, the meeting on motion adjourned.

L.K. Lowenstein
Vice-President

Nicholas Winowich
Secretary

ANNUAL REPORT

1973-1974

KANAWHA COUNTY PUBLIC LIBRARY

123 CAPITOL STREET

CHARLESTON, WEST VIRGINIA 25301

KANAWHA COUNTY PUBLIC LIBRARY

BOARD OF DIRECTORS

A. Guy Stone, President
L. K. Lovenstein, Vice President

L. T. Anderson
Margaret Anderson
Forest Jackson Bowman
Hester Brown
O. M. Harper
Bernard H. Jacobson
Sydney M. Kleeman
John D. Maurice
John V. Ray
Leonard Riggleman
Helen Smith
Walter F. Snyder
Donald L. Springer
L. Newton Thomas
William J. L. Wallace
Charles A. Williamson

Nicholas Winowich, Library Director and Secretary of the Board

LIBRARY STAFF

Professional

Wilma Brown
Evelyn Coskey
Alice Devers
Ruth Figgatt
Frances Gerard
Helen Lind
Annie Liu
June Martin
Helen Miller
Gretchen Schwinger
Robert Simmons
Shirley Smith
Joel Stern
Jacqueline Wagner
Zetta Walker
Robert Willits

Non-Professional

Lorena Ammar
Melani Anderson
Onnalee Arcuri
Laura Ball
Virginia Banning
Catherine Bess
Deborah Bowen
Kathy Brown
Nova Casto
Donna Creel
Sherre Edwards
Ronald Finney
Patricia Goodwin
Betty Jane Harper
Robert Henson
Bridget Herndon
Mary Jo Jackson
Rosita Jarrell
Cortez Johnson
Eugena Karson
Henrietta Kidd
Janet Lambert
Mary Frances Lee
Karen McLaughlin
Franca Martin
Paula Jane Martin
Sara Meadows
Deborah Montague
Martha Moran
Mary Mullins
Victoria Price
Mae Thomas
Sandra Trimble
Beth Wehrle
Patricia Whitlock

Building Staff

James L. Thomas, Building Superintendent

Phyllis Bays
Bernard Ellis
Herbert Hundley
Harry Neal

28 Additional Part-time Staff Members

ANNUAL REPORT 1973/1974

To the Library Board of the Kanawha County Public Library -

The Director's annual report for the period July 1, 1973, to June 30, 1974 is herewith submitted:

GENERAL

In keeping with current philosophy that the library is not a static place but a responsive and dynamic social institution, this year we undertook a project of self-analysis. Calling upon qualified outside consultants, we attempted to analyze what the library is, what it is doing, and how it should be doing it.

Mr. Hoyt R. Galvin, Library Consultant, Charlotte, North Carolina, and his associate, Dr. Frank B. Sessa, University of Pittsburgh, Graduate School of Library and Information Science, made a working visit to Charleston on June 14-15, 1973. Several members of the Library Board and Library Director had occasion to meet with the survey team. The results of their study was summed up in their report, "A Study of Kanawha County Public Library," submitted in September, 1973.

The objectives of the study, as outlined to the consultants by the Library Board, were to analyze three areas of concern:

1. Salaries paid
2. Size of staff
3. Efficiency of the Library's routine operations

A Special Committee of the Library Board was appointed to study the report and to submit its recommendations for purposes of further consideration. Some observations are noted as follows:

1. Appointment of an Assistant to the Library Director
2. Department heads should be rotated for purposes of preventing job stagnation and promoting job creativity.
3. Consolidation of Adult Circulation and Reference Departments merits additional attention.
4. Constant improvement of operating routines is essential to growth; development and satisfaction.

The Special Committee concluded its recommendations on a unanimous vote of confidence in the basic soundness of the Library's practices and policies.

CONFERENCES

The 58th Annual Conference of the West Virginia Library Association was held in Wheeling, West Virginia, September 27-29, 1973. Representing Kanawha County Public Library were Mrs. Eleanor Keenan, Joel Stern, and the Library Director.

In February, 1974, a meeting on "Bringing Books and Children Together" sponsored by the West Virginia English Association and the Language Arts Division of the State Department of Education was held at West Virginia Institute of Technology and drew the attendence of Miss Wilma Brown, Mrs. Alice Devers, Miss Helen Lind and Mrs. Helen Miller.

The Director and two librarians attended the Middle Atlantic Regional Library Federation Conference held in Atlantic City, New Jersey, on October 24-27, 1973.

Governor's Conference on Public Libraries. Approximately 2,000 people were in attendance at the First Governor's Conference on Public Libraries in West Virginia held on October 8, 1973 at the Civic Center in Charleston. The theme of the conference was "Better Libraries for the Better Life." Speakers included Governor Moore and Mr. Edwin Newman of NBC News. Kanawha County Public Library was designated by one of the panelists at the afternoon session as an example of an outstanding institution.

LIBRARY LEGISLATION

The West Virginia Library Commission submitted to the Governor and to the Legislature a budget of $1,412,254 for fiscal year 1974/1975. This represented a substantial increase over their current year's budget which totaled $400,000. Briefly, the request included no money for construction. However, the proposal improves Grant-In-Aid funding from 20 cents per capita

The library press and many of its constituents are convinced that additional federal revenues are forthcoming to the American public library. Their optimism is based upon the following: a) release of certain previously impounded funds; and, b) the signing of the Library Services and Construction Act which, for all intents and purposes, was considered dead.

The Federal budget for fiscal year 1975 (July 1, 1974 to June 30, 1975) will provide only $25,000,000 for the Library Services and Construction Act and is reviewed as follows:

Title I	(Public Library Services)	$25,000,000
Title II	(Construction)	-0-
Title III	(Interlibrary Cooperation)	-0-
Title IV	(Older Readers Services)	-0-

Previously impounded federal library appropriations may become an additional but temporary source of revenue to the public libraries of West Virginia. Rather than speculate on amounts, it might be better to use such vague terms as considerable, or even substantial.

GRANT-IN-AID

Budget Committee - Grant-In-Aid, 1973/1974. Kanawha County Public Library received $50,369.92 of Grant-In-Aid funds from the West Virginia Library Commission for fiscal year 1973/1974.

LIBRARY APPRECIATION DAY

On Sunday, February 3, 1974, the Kanawha County Public Library observed Library Appreciation Day at the St. Albans Branch from 2:00 p.m. to 4:00 p.m. The objectives of the "Day" were to inform Kanawha County legislators of the purposes of public libraries and to enlist their support for the West Virginia Library Commission budget request. Invitations were sent to members of library boards of Kanawha County, Dunbar, Nitro, St. Albans, South Charleston and legislators from Kanawha County. Approximately 35 library board members and legislators attended.

STATE WIDE BORROWER'S CARD

At a meeting of the Library Board held on August 14, 1973, it was unanimously resolved that Kanawha County Public Library would participate in the West Virginia Library Commission Statewide Borrower's Card program. The purpose was to make library materials, services and programs available, without cost, to all residents of West Virginia.

A subsequent story in The Charleston Gazette, August 16, 1973 gave due credit to West Virginia for first instituting this concept of state-wide library borrowing privileges and acknowledgement to Kanawha County Public Library for being the first public library in the state to initiate participation.

EXHIBITS

An interesting exhibit was arranged recently by Mr. Simmons of our staff and Mr. Bell representing the Board of Education. Called, "School Days 1876 and Today," the display compared the work of Charleston school children on 1876 with the work of boys and girls of 1974. It seemed that the emphasis on classroom work nearly 100 years ago was on reading, penmanship and arithmetic. Today's children, it appeared, are concerned about writing themes, are involved in arts and crafts and are knowledgeable about the complexities of math.

GIFTS

Mr. Alex Ter Braake of Charleston presented a set of the West Virginia Heritage Encyclopedia to the Kanawha County Public Library in honor of Miss June R. Martin, Reference Librarian. This grateful expression is an extension of his thanks and appreciation for her work in obtaining for his use books and other materials not available locally, through the Inter-Library Loan Network. June Robertson Martin is a dedicated librarian who gives a personal measure of service to each patron.

About the West Virginia Heritage Encyclopedia, Mr. Jim Comstock, Editor, assures the reader that:

> "the WVHE proposes to do what any encyclopedia does, with a pinch more added.
>
> "But suppose the classroom, or the home, (or the library) would become interested in some of the 'whole earth' activities of their ancestors, and might, for instance, want to know about hog killing, soap making, corn husking. Their curiosity would be appeased by the WVHE."

The Harry Futterman Fund, Inc., of New York City, has approved a grant of $130 to the Kanawha County Public Library. The money is used to purchase classical musical recordings circulated to library patrons in good standing. The Harry Futterman Fund, Inc. has contributed $1,630 since August, 1953.

The library gratefully appreciates the receipt of many gifts of money, books, magazines, phonograph records, pictures, and pamphlets, other library materials and equipment. Space does not permit publication of a complete list of donors. It acknowledges with pride and gratitude the many kind and thoughtful friends - individuals and organizations - whose contributions have enriched this institution immeasurably.

BOYS AND GIRLS DEPARTMENT

The membership of the Children's Services Division of the American Library Association has been invited to study and evaluate an extensive list of notable children's books in anticipation of publishing a comprehensive listing of outstanding books covering a thirty-year period, 1940-1970. Members of the staff, including Wilma Brown, Helen Lind, Helen Miller, Alice Devers and Roberta Chesney met on several occasions to consider and appraise distinguished books for boys and girls. I should add that Miss Chesney is a recent graduate of University of North Carolina, School of Library Science and a resident of Charleston who serves us as a substitute/part-time librarian.

Among the many child-centered activities sponsored by this department - including films, puppet shows, pre-school story hours, Summer Vacation Reading Club and book discussions - was a particularly successful contest to design a

book-mark. Entries came from Nitro, South Charleston and Dunbar from students in grades K - 8. Proud parents enjoy this type of activity as much as the children.

BUILDING AND GROUNDS

After several months, work was completed on the two gas-fired boilers with the installation of a new programmer that "tells" the furnace what to do and when to do it. The unit is small and lightweight, consisting of two radio-type tubes, some contact points, several condensors and a great deal of wiring. The programmer was installed at a price of $275.00, and carries a ten-year warranty.

A portable sign has been placed on the library's plaza reminding visitors that sitting on walls, blocking stairs and crowding sidewalks is not encouraged. Care and attention has been directed toward the plantings and a request that trash is to be placed in receptacles.

CIRCULATION DEPARTMENT

The "new books" section has been physically changed simply through the rearrangement of sofas, easy chairs and occasional tables. The moves were desirable because it made the area more accessible and free of barriers.

One of the activities which make library work so satisfying is meeting people and having them appreciate what the library has to offer. During this past year, visitors from New York, associated with the New York Philharmonic Orchestra, and from Columbus (Ohio) Public Library toured our library and were favorably impressed.

REFERENCE DEPARTMENT

Miss June Martin of our Reference Department was chosen by the Charleston Daily Mail to be the first subject in a projected series of vignettes about Charleston women whose jobs bring them into daily contact with the public. The write-up included a picture of June at work as well as a description of

the fascinating detective work which makes up her job.

The Reference Department staff is constantly called upon to play an active part in our community as a major resouce center. This year, the department was of great assistance to the Progress Association for Economic Development, a federally-funded Charleston project interested in establishing a business library for the small entrepreneur.

Of great interest to the fund-seeking public (foundation officials, scholars, writers, corporation officers, attorneys and government agencies) is the selection of Kanawha County Public Library as the site of a regional collection of materials on American Foundations. A regional collection consists of books, pamphlets, microforms and computer print-outs and means that much valuable and useful information on Foundations will be available to each library at the local level. In the past, there was only a limited amount of material available and those seeking detailed information had to go beyond the immediate community.

Of major concern to the Department is the startling increases in the prices of government documents. Librarians have been accustomed to paying a nominal subscription charge for the Monthly Catalog, which lists new federal publications as they appear. This year's subscription cost is $7.00; the new price of $19.35. The Superintendent of Documents attributed much of the increase to the U. S. Postal Service, which allowed private mailers to phase into the increased postal rates over the next five years, but required the Government Printing Office to pay the higher rates immediately. Government documents are useful, valuable and inexpensive. The information is essential. Unfortunately, many materials may be priced out of the market.

Also of concern is the spiraling cost of another basic reference tool: periodicals. The Kanawha County Public Library receives nearly 500 magazines and about 55 newspapers within a calendar year. Some periodicals are received as gifts. Most, however, are purchased through a subscription agency. We utilize the latter because of certain advantages: a) it involves less paper

work (one bill, one check); b) it saves manpower, time and cost; and c) annual ordering is made easier by sending a list of additions and deletions. The cost of subscription to the newspapers and magazines purchased by the Kanawha County Public Library has increased by 37.9%. In 1970, for example, the average cost per title was $13.22. In 1974, the average cost per title inflated to $18.24. The subscription cost for 1975 is expected to climb at least by 10%. The end of periodical price inflation does not seem to be in sight.

TECHNICAL PROCESSING DEPARTMENT

The Baker and Taylor Company of Somerville, New Jersey, a book wholesaler, has supplied this library with most of its book needs for many years. It offers a substantial discount and free transportation (no postal or freight charges), rapid service and the opportunity to write our own credit memorandums for books lost, damaged or incorrectly invoiced. However, because of rising freight and postal charges, delivery costs, effective May 15, 1974, have become the customer's responsibility.

EXTENSION DEPARTMENT

The Library's Extension Department, in a joint effort with Children's Museum of Sunrise, made two visits during the summer months to each of six playgrounds in Charleston and in the Kanawha County. During these visits, three people from Sunrise under the direction of Mrs. Loa Martin, put on a puppet show geared to children that centers around man's "environmental web." Small live animals on show are also woven into the theme. The Mobilibrary carries supporting books which are charged out to library patrons.

CROSS LANES BRANCH

Kanawha County Court through its President, Commissioner Dewey E. S. Kuhns, elected to provide $40,000.00 in Federal Revenue Sharing Funds for an Instant Library project in the Cross Lanes area. The money will be used

for purposes of construction, purchase of furniture and equipment and payment of some operational expenses during the first year.

DUNBAR PUBLIC LIBRARY

Mr. Herman Smith, President, Board of Directors, Dunbar Public Library, announced the appointment of Ms. Anne M. Buck as Library Director, Dunbar Public Library. Ms. Buck succeeded Mrs. Ruth Kelley who has been librarian since Febrary, 1965.

The new librarian, a graduate of Wellesley College, has been a resident of Charleston for twelve years and has been active in many cultural organizations - Charleston Chamber Music Society, Charleston Symphony, Community Concerts, Charleston Civic Chorus and Kanawha Players. She is married to Dr. Evan Buck, a chemical engineer at Carbide. They have two children.

JAIL LIBRARY SERVICE

Mr. Charlton Smith, librarian in charge of our Jail Library Service Program, reported that delays, including preparation for mailing of tax receipts, precluded any kind of library activity. Factors of space, time and labor were of such a critical nature that Jail Library Service was postponed until the time when the fourth floor of the court house could once again be made available for library, educational and recreational purposes. It is estimated that D-Day and H-Hour should come sometime during the early part of September. Everything is in place. The facility lacks only readers and users.

Attempts are being made to obtain law Enforcement Assistance Administration funds which could be used for the purpose of improving and expanding our jail library program. Services rendered to inmates require the attention, the experience, the personality and concern of a "librarian" capable of working directly with users and within the framework of more hours per day as opposed

to the occasional, infrequent visit.

Additional purchases would include newspapers, magazines, paperbacks, audio-visual materials and equipment and, of course, books.

Most of us are aware that LEAA funding, which is part of the omnibus safe streets legislation, can make a significant and positive contribution in the rehabilitation of the inmate. All of the money, however, should not be spent on guns, tear gas and tanks.

MOBILIBRARY

The uncertainity of the gasoline situation has prompted us to make certain changes affecting Mobilibrary service. We were no longer able to make gasoline purchases at the Board of Education Transportation Depot simply because their supplies are limited and needs critical. It became necessary, therefore, to purchase fuel at various service stations, when such were available and at a very much higher cost. An additional effect was the elimination of Mobilibrary service on Saturdays.

ST. ALBANS BRANCH

A significant milestone was achieved during the month with the implementation of the Branch's first major outreach service program. Through the cooperation of staffs at three preschool centers, the Children's Librarian began conducting story telling programs on a regularly scheduled basis at these centers. The objectives of this program are twofold: (1) to introduce preschoolers to the best in children's literature, and (2) to provide an interesting and educational experience for boys and girls unable to participate in the branch's regularly scheduled, in-house preschool programs. The program currently serves 143 children at four locations: Headstart Class at Belvil

Elementary School, Headstart Class at Upton Creek Community Center, St. Andrews United Methodist Kindergarten, and First Baptist Kindergarten.

The Fall series of adult programs was begun on October 18, 1973 with the screening of five classic comedies. The program included films by Charlie Chaplin, Laurel and Hardy, Robert Benchley and W. C. Fields. The movies were enjoyed by an audience of 107, including 87 adults.

The Fall preschool program began on Wednesday, October 17, 1973 and will continue through December 6. Four identical sessions are conducted every Wednesday and Thursday at 10:15 a.m. and 1:15 p.m. because of the large registration. All children are accompanied by a parent or sitter with the exception of four children from the Amandaville area who are transported to the library by a VISTA worker. The program includes story telling, puppet plays, filmstrip viewing and other activities. A stage set, complete with bridge, fish pond, cave, tree and animals was constructed on the premises to facilitate implementation of the program. The door to the house serves as the puppet theater; a "rock" (a papier mache stool) serves as the storyteller's seat. Inside the house the children hear animal sounds (recordings) and view a presentation of animals (filmstrips). Leaving the house, the children cross a bridge built over a fish pond and walk a path to the cave. Inside the cave the boys and girls experience the sensation of black light; for some, it's the first time. Glowing animals behind a plexiglass screen add to their enjoyment and excitement. The set was designed by the branch librarian and constructed by the staff. It will be utilized throughout the year to serve all children and holiday programs.

As the result of a grant to Kanawha County Public Library from the St. Albans Public Library and Recreation Board, Inc. the Branch Library began Sunday service on January 27, 1974. The St. Albans Branch will operate every Sunday through May 26, 1974, with the exception of Easter Sunday when the building will be

closed. Sunday hours are from 1:00 p.m. to 5:00 p.m. Both the adult and children's departments are open. The Auditorium and Conference Rooms are also available for use. Staff includes one librarian and two pages.

The public's response to the new service was enthusiastic. Comments by the many visitors were favorable.

The Branch Library, in association with WSAN-TV (Kanawha Cablevision), is producing and broadcasting "The World at 6th and 4th," a weekly series of entertainment, educational, and informational programs for preschoolers, elementary students, young adults, and adults in the St. Albans, Nitro, and Cross Lanes area. The series will cover a wide range of topics and will include stories and puppets, theatrical productions, films, musical events, and a variety of lectures, demonstrations, and interviews. All programs will be prerecorded on videocassette

Land Acquisition by St. Albans Library and Recreation Board. We are pleased to announce that three properties, including two frame residences and a vacant lot have been purchased by the St. Albans Library and Recreation Board. The acquisition does not include Bartlett Funeral Home and site which is presently not available for sale. Some pertinent information follows:

Purpose	- To allow for building expansion and to provide for patron parking in a landscaped and park like setting.
Cost	- $65,000
Cash Paid	- 30,000
Mortage Loan	- $35,000
Size	- Each lot 50' frontage; 140' depth
Frame Homes	- Will continue to be rented until expansion is scheduled.

LIBRARY BOARD

President	- A. Guy Stone
Vice-President	- L. K. Lovenstein
Secretary	- Nicholas Winowich
Treasurer	- Nicholas Winowich

STAFF

It has been a real advantage to this institution to have professional resource persons such as Miss Wilma Brown and Mrs. Alice White Gygax. Each has given many useful and valuable years to the Kanawha County Public Library as Chief Children's Librarian and as Chief Catalog Librarian (respectively). Following retirement, and endowed with good health and the desire to be of library service, both Wilma and Alice are still doing those things they do best. Employed on a part-time basis, Miss Brown advises the Librarians of South Charleston, Dunbar and Nitro on Children's services and literature, Mrs. Gygax gives special and exclusive attention to the business of cataloging the numerous documents which are a vital part of our collection of materials.

Mrs. Alice Devers was employed as St. Albans Children's Librarian effective September 1, 1973.

Mrs. Shirley Smith was employed as Catalog Librarian effective September 1, 1973.

Miss Jacqueline Wagner was employed as Circulation Librarian effective June 10, 1974.

Mrs. Eleanor Keenan, Circulation Librarian since September, 1962 resigned effective March 30, 1974. A resident of St. Albans, she has agreed to work in emergencies and during vacation periods.

Mr. Moses Adams a member of the Custodial staff since October 5, 1959 resigned effective August 31, 1973.

Mrs. Sue Stephenson, Circulation Librarian and more recently Catalog Librarian, resigned effective August 31, 1973. Mrs. Stephenson rejoined her husband in Thomasville, Georgia.

Mrs. Clara Hampton who served this institution well in several positions since November 13, 1961; as circulation librarian, as St. Albans Branch Librarian and finally as Extension Librarian, has resigned effective August 31, 1973, to be with her husband who was transferred to Paintsville, Kentucky.

Mr. Joel Stern, formerly of Parkersburg, West Virginia and a recent graduate of the Graduate School of Library Science, University of Pittsburgh, was employed effective September 1, 1973. Associated with the Extension Department Mr. Stern's principal areas of responsibility include mobilibrary services and library services for the Physically and Visually Handicapped.

Robert Fitz Simmons' Retirement. Mr. Simmons devoted forty years of service to the Kanawha County Public Library: its public and his colleagues. More than two-thirds of his lifetime was spent in the performance of the many duties and assignments which he performed well and with dignity. In recognition of the good work throughout the best years of his life, Mr. Simmons was presented with a framed, hand-lettered plaque from the Library Board of Directors which reads as follows:

ROBERT FITZ SIMMONS
KANAWHA COUNTY PUBLIC LIBRARY
1934-1974
FOR LONG AND FAITHFUL SERVICE

(SIGNED)
A. GUY STONE, PRESIDENT

(SIGNED)
JOHN V. RAY, MEMBER, BOARD OF DIRECTORS

(SIGNED)
NICHOLAS WINOWICH, LIBRARY DIRECTOR

MARCH 1, 1974

Appalachian Adult Education Center. Miss Evelyn Coskey, Extension Librarian, has been invited by the Appalachian Adult Education Center to participate in a training program on public library services for disadvantaged adults. The project is funded by the United States Office of Education, Bureau of Libraries and Learning Resources in cooperation with Morehead State University. Meetings are scheduled to be held at Appalachian Adult Education Center's site in Huntington, West Virginia.

Evelyn Coskey's Resolution. The following resolution was adopted by the West Virginia Library Association honoring Miss Evelyn Coskey, Author and

Extension Librarian.

"WHEREAS, Evelyn Coskey, author and Extension Librarian at the Kanawha County Public Library, and

"WHEREAS, While serving as librarian in Kanawha County, she published her first book, Easter Eggs for Everyone, and

"WHEREAS, this book has received wide acclaim throughout West Virginia and the nation:

"THEREFORE BE IT RESOLVED: That the West Virginia Library Association at its annual convention assembled, on the twenty-eighth day of September, 1973, by unanimous acclaim does recognize her outstanding contribution to the State of West Virginia and to the profession,

"RESOLVED FURTHER, that a copy of this resolution be sent to the Kanawha County Public Library Board of Directors, Charleston, West Virginia, and to the recipient."

Miss Coskey has been encouraged by her publisher Abingdon Press to write a Christmas book pretty much along the lines of her very successful Easter book entitled, Easter Eggs for Everyone. Miss Coskey informs me that the new book

"will include as its most essential part directions for making the type of Christmas tree ornaments made by children from various parts of Europe. In addition, there will be a long chapter dealing with Christmas legends, especially the less common ones. ...I am also trying to get information on...Christmases in the early days of our country - on the frontier, on a whaling ship, etc."

Respectfully submitted,

Nicholas Winowich
Director

STATISTICAL REPORT

July 1, 1973 - June 30, 1974

Population served: 229,515
Opened to the public June 3, 1909. First library located in the Y.M.C.A. Building on Capitol Street.

AGENCIES

Main Library	1
Mobilibrary (64 winter scheduled stops) (72 summer scheduled stops)	1
Branch	1
Deposit Collections	414
Schools	33
Collections delivered - 414 juvenile	
Other Agencies	9
Collections delivered - 13 adult and juvenile	
Other School Stations (Books borrowed by teachers from Boys and Girls Department and Mobilibrary) 24,796	108
Collections lent - 702	

BOOK CIRCULATION

	1973/74	1972/73
Borrowed from Main Library		
Boys and Girls Department	142,295	159,155
Circulation Department	145,186	150,231
	287,481	309,386
Borrowed from Extension Department		
Mobilibrary	86,320	101,014
Deposit Collections	208,643	234,431
	294,963	335,445
Borrowed from St. Albans Branch		
Adult	47,210	42,074
Juvenile	55,630	58,862
	102,840	100,936
TOTAL CIRCULATION - Kanawha County Public Library	685,284	745,767

	1973/74	1972/73
Borrowed from Dunbar Public Library		
Adult	5,948	5,690
Juvenile	7,849	9,334
	13,797	15,024
Borrowed from Nitro Public Library		
Adult and Juvenile	7,702	10,207
Borrowed from South Charleston Public Library		
Adult and Juvenile	107,381	100,202
GRAND TOTAL CIRCULATION - Volumes	814,164	871,200

BOOK STOCK

Number of volumes at the end of the year	359,121	350,932
Number of volumes added	20,808	17,689
Number of volumes withdrawn	12,619	3,830
Number of periodicals	473	577
Number of newspapers received	54	53

REGISTRATIONS

Total number of registered borrowers	42,987	43,480
Total number of registered borrowers during year	14,184	14,527

AUDIO VISUAL MATERIALS

Microfilm Reader	6
Record Players	3
Phonograph Record Albums	7332 titles - 9576 discs
Motion Picture Films (Indefinite loan to Kanawha County Public Library)	23
Microfilm (reels)	3,733
Phonograph Records Circulated	8,455